



The Many Facets of Leadership

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Vicki Holden, CFWC Leadership Chair, Editor

PARLIAMENTARY PROCEDURES AND PROTOCOL

Parliamentary procedure is a system of conducting business when working in a group. It provides the basic rules for good meeting management, efficiency, and ensures that the rights of the minority are protected, while the will of the group is achieved.

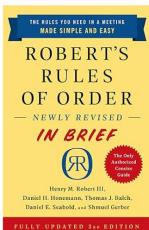
The most current edition of ROBERT'S RULES OF ORDER NEWLY REVISED is an excellent authority for parliamentary law and procedure.

The President, as an elected leader of the organization, should be familiar with the organization's bylaws, have a workable knowledge of parliamentary procedures and always maintain an aura of neutrality.

The President has only the authority given in the bylaws or authorized by the assembly therefore, it is important that the members also be familiar with their organization's bylaws. A knowledgeable parliamentarian can be helpful and, in many bylaws, the president may choose the parliamentarian to serve in her administration.

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A very helpful guide



A short, user-friendly guide to the essential procedures of conducting a meeting, written by the authors of *Robert's Rules of Order Newly Revised*, the only authorized edition of the classic work on parliamentary procedure.

Originally published in 1876, *Robert's Rules of Order* is the definitive book on parliamentary proceedings, yet those not well versed on what has now become a rather thick document can find themselves lost. The solution? *Robert's Rules of Order Newly Revised in Brief*.

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Searching for even more information on Parliamentary Law? Our CFWC Parliamentarian, Chris Herzog, is chairing a ZOOM Workshop once a month to discuss various aspects of Parliamentary Law. A topic is given, materials are shared and you will be joining a group of others interested in using Robert's Rules of Order, Newly Revised. To verify the schedule and codes for the meetings, contact Chris at cmherzog@cox.net.



Looking for even more information about proper Parliamentary Procedure?

Try *Federation at a Glance*, a CFWC publication that is available free of charge from the CFWC Website, under “Publications”. If you turn to page 47, you’ll find an entire section on Parliamentary Law including Parliamentary terms, a sample agenda for meetings, how to make a motion, etc. *Federation at a Glance* is also a terrific resource for all things regarding Federation!

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Need yet another good resource for information on Parliamentary Procedure?

It's another publication from CFWC, free of charge from the website *The Art of Leadership*. In addition to finding many helpful guides regarding leadership in general, on page 31 you will find a section on Parliamentary Law.

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AMENITIES AND PROTOCOL

Now that you've got the business portions of your meeting running smoothly, using Parliamentary Procedure, let's concentrate on another facet that enhances your meetings.

Amenities are the courteous acts that contribute to an atmosphere of harmony and gracious hospitality.

Protocol refers to the code of formal procedure and politeness important to the smooth running of an organization. It is simply good manners in an atmosphere of friendliness and politeness.

As much as we would like to elaborate on this topic at this time, space does not permit it. That being said, we will again refer you to *Federation at a Glance*. This time to Section X, page 63 for the details.

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Need a bit of inspiration for your leadership journey? These two books are concise, easy reading, with the authors sharing ideas and encouragement.

Millions of people have improved their leadership and management style as well as the quality of their life after reading Ken Blanchard's best-selling books.

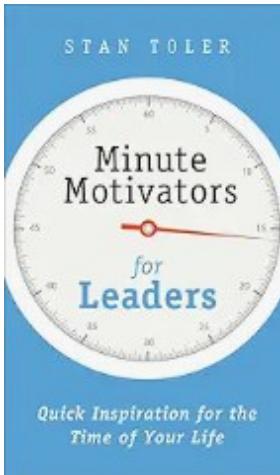
Now, in *Leadership Smarts*, Blanchard reveals powerful life and leadership principles with simple insights that help you sharpen your leadership skills and build personal integrity.

This book contains smart leadership advice on: aiming for excellence, maintaining integrity, finding courage to change, helping others reach their potential ...and much more.

Ken Blanchard

LEADERSHIP SMARTS

Inspiration and Wisdom
from the Heart of a Leader



You are a leader—people look to you to be an example, offer direction, and provide inspiration. But with so much to do, how can you keep fresh, focused, and excited about your opportunity to make a difference in people's lives?

Bestselling author Stan Toler provides inspirational quotes, one-page gems of wisdom, and memorable taglines to fuel your passion and clarify your vision. You'll find plenty of helpful reminders that...

- Leaders are in the people business. As a leader, your primary function is not to buy, sell, or ply a trade. It is to understand and work with people.
- Bureaucrats run institutions. Leaders lead people. You can make the difference. Leadership is a team sport. Do more than direct individuals—build a team.

This treasure of tried-and-true principles will be your on-the-go source for the motivation and encouragement you need to be the effective leader you were created to be.

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Comments and suggestions for future topics may be sent to cfcwleadership@gmail.com



LEADERSHIP EDUCATION AND DEVELOPMENT SEMINARS

Yes, it's that time of year and we are encouraging every District to send a candidate to the 2026 LEADS meeting at the CFWC February Board Meeting in Santa Clara, February 26-28. The General Information sheet with all details is posted on www.cfwc.org along with a fillable application.

Here are three portions of that information sheet:

DIRECTIONS FOR APPLICANTS TO CFWC LEADS

Any member who meets the GFWC Criteria is eligible to apply through their District to be a candidate from that District. A fillable application is available on www.cfwc.org "forms".

SUBMIT THE FOLLOWING TO DISTRICT FOR CONSIDERATION: the application, AND 2 letters of recommendation, a one page resume and a 5x7 photo.

DIRECTIONS FOR DISTRICTS TO SUBMIT CANDIDATE INFORMATION TO CFWC LEADS :

After selection by the district, please send the application, the 2 letters of recommendation, a one page resume and photo to the CFWC LEADERSHIP CHAIR Vicki Holden at cfwcleadership@gmail.com. This must be received absolutely no later than midnight January 15, 2026.

LATE APPLICATIONS WILL NOT BE ACCEPTED - NO EXCEPTIONS

Financial assistance for attendance to GFWC LEADS meeting

GFWC and CFWC demonstrate their commitment to training leaders by funding a portion of the expenses of candidates who are members of per capita dues paying clubs. LEADS candidates are asked to be responsible for a portion of their expenses as an affirmation of their personal commitment to the leadership development and training. LEADS participants are responsible for making their own travel and lodging arrangements.

GFWC funding for State Federation Representatives::

- Transportation and lodging stipend of \$325.00.

Lunch during the LEADS program (no registration fee is required).

Checks will be distributed to candidates upon completion of the seminar.

GFWC Funding for State Representative to GFWC LEADS

Per Current Standing Rule 27.

"The reimbursed expenses of the CFWC LEADS Representative to GFWC Convention shall be one-half (1/2) of a two-bed hotel room for two nights, one half (1/2) round trip airfare to the site of the convention, and Convention registration "

Questions Call or text Vicki at 562.305.5759 or email cfwcleadership@gmail.com