

**THE WOMAN'S MANUAL OF  
PARLIAMENTARY LAW, WITH  
PRACTICAL ILLUSTRATIONS  
ESPECIALLY ADAPTED TO  
WOMEN'S ORGANIZATIONS**

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The woman's manual of parliamentary law, with practical illustrations especially adapted to women's organizations by Harriette R. Shattuck

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**HARRIETTE R. SHATTUCK**

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BY  
HARRIETTE R. SHATTUCK  
PRESIDENT OF THE BOSTON POLITICAL CLASS

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THE WOMAN'S MANUAL

GIFT OF

*A. F. Morrison*

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## PREFACE

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THIS manual is not intended to take the place of any of the other manuals of parliamentary practice now in use, but to supplement them by filling a want which the author believes has long existed.

There are at present a great many women, perfectly well fitted, so far as intelligence and interest go, to share in the deliberations of any assembly, but who, through lack of knowing the technique of parliamentary law, are kept from taking active part in the many meetings that they constantly attend. Eager as listeners, wishing they dared to speak, reproaching themselves afterward for not speaking, they need only the confidence which comes from "knowing how," in order to become active, vital forces. They want to know when to rise and when to sit, how to begin to speak and how to close, how to frame a motion or a remark, how to open and close a meeting, how to meet an adverse motion, —

all the minute details of presiding, of debating, of making motions, of conducting meetings.

Unlike the men, who almost from childhood have practised these little details till they have become second nature, the majority of women spring full-grown into the arena of public debate, and must offset the lack of an early and natural training by the more laborious, but by no means impracticable, effort of middle life or even of old age. The honorable exceptions of women who do know how, as well as or better than most men, only prove the rule.

This book, therefore, is written for women; for use in their clubs, unions, societies, — any organizations where it is important to know how to conduct a formal meeting. If it is also of any use to the learners among men, either in their youth or in their maturity, the author will feel doubly repaid.

In order to explain the elementary forms so that any one, however inexperienced, can understand and apply them, I have made the text as simple and rudimentary as possible. Illustrations are given of all the forms, so that the reader may know "how" as well as "why" a certain thing is done. The book is not rudimentary, however, in the sense that anything



important is omitted, for it will be found to cover all that is necessary for ordinary clubs and societies. Any one who wishes to study further is referred to the various manuals of parliamentary law which have been written as guides for legislators and advanced students, the most helpful of which are Cushing's manual, Warrington's manual, and Crocker's "Parliamentary Procedure." Fish's "Guide to the Conduct of Meetings" (not Fish's manual) is also helpful to beginners.

H. R. S.



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