

“We’ve Got to Stop Meeting Like This...”

...And Start Meeting Like This:

- Following Robert’s Rules of Order
- Respecting the Rights of the Minority
- Reaching the Will of the Majority
- Protecting the Rights of Absentees
- Making Meetings Shorter and Meaningful



Friday, June 19, 2009 – 9:00 a.m. to 4:00 p.m.

Saturday, June 20, 2009 – 1:00 p.m. to 4:00 p.m.

Sponsored by the Oklahoma State Association of Parliamentarians

The Oklahoma State Association of Parliamentarians is conducting an all-day workshop at the Wyndham Garden Hotel, 2101 South Meridian Ave., in Oklahoma City on Friday, June 19, and a half-day workshop on Saturday, June 20, designed to benefit beginners, leaders, officers, and members of all types of organizations, large or small.

Professional Registered Parliamentarians (PRP) and members of the National Association of Parliamentarians (NAP) will be serving as presenters at the workshop sessions. For those interested, there will be an opportunity to take the optional NAP membership examination at the conclusion of the Friday workshop. Allow 30-45 minutes for the exam. Download the 300 NAP study questions on parliamentary procedure at: www.parliamentarians.org

Educational Workshop Topics: Friday, June 19, 2009 - 9:00 a.m. to 4:00 p.m.

Registration: 8:30 – 8:55 a.m.

Friday Morning Workshop Topics (9:00 a.m. – 11:50 a.m.):

- ☑ *“We’ve Got to Stop Meeting Like This!” – Does this Sound Like Your Meetings?*
- ☑ *“Back to the Basics” – Basic Parliamentary Information (Quorum, Abstentions, Settled Rule, Germane)*
- ☑ *“Going through the Motions” – Main Motions, Privileged, Subsidiary, Incidental, and Bring Back Motions*
- ☑ *“One Step at a Time” – Steps in Handling Motions*
- ☑ *“Roadmap for Meetings” – The Standard Order of Business for Regular Meetings*

Friday “Lunch ’n Learn” Session (12:00 p.m. – 12:50 p.m.):

- ☑ *“Ask the Professionals” – A panel of Professional Registered Parliamentarians accredited by the National Association of Parliamentarians will answer questions from the audience. Ask your toughest questions!*

Friday Afternoon Workshop Topics (1:00 p.m. – 4:00 p.m.):

- ☑ *“Let’s Make Amends” – Making and Handling Primary and Secondary Amendments*
- ☑ *“Minute by Minute” – Duties of the Recording Secretary and the Minutes*
- ☑ *“Step up to the Plate” – Nominations and Elections*
- ☑ *“That’s Debatable” – Rules and Decorum in Debate*
- ☑ *“Get Out the Vote” – Methods of Voting*

Optional – National Association of Parliamentarians Membership Exam (4:10 p.m.)

Educational Workshop Topics: Saturday, June 20, 2009 - 1:00 p.m. to 4:00 p.m.

Registration: 12:45 – 1:00 p.m.

- ☑ *“Motion to Substitute for the Substitute” – New Text in Place of the Pending Version*
- ☑ *“Motion to Lay on the Table” – The Most Misused and Abused Motion*
- ☑ *“Bring Back Motions” – How an Organization Can Change Its Mind*

Contact Gloria Counselman (405) 330-9273 for more information or go to: www.okparliamentarians.org

BASIC PARLIAMENTARY PROCEDURE WORKSHOPS

Oklahoma State Association of Parliamentarians

Friday, June 19 and/or Saturday, June 20, 2009

Wyndham Garden Hotel, 2101 South Meridian Ave., Oklahoma City, OK

For hotel reservations, call (405) 685-4000 and ask for Group Rate Code: 06186704ok

REGISTRATION FORM

Name _____
Last First MI

Address _____ Apt. _____
PLEASE PRINT IN INK OR TYPE

City _____ State _____ Zip Code _____ e-Mail _____

Home Tele. No. (____) _____ Business Tele. No. (____) _____

Workshop participants will receive a copy of the educational materials for each session.
The book Robert's Rules of Order Newly Revised in Brief may be purchased at the workshop for \$6.

FRIDAY 06/19/09 FULL-DAY WORKSHOP 9:00 a.m. – 4:00 p.m. \$ 45.00

Includes all Friday sessions, workshop materials, and lunch. Registration: 8:30 – 8:55 a.m.

or

Optional NAP membership examination at the conclusion of Friday's workshop:

WORKSHOP + EXAM + NAP REGULAR MEMBERSHIP DUES \$ 116.00

Includes all Friday sessions, workshop materials, lunch, NAP Examination, 2009
Membership dues in the National Association of Parliamentarians, and Oklahoma State
Association dues.

or

WORKSHOP + EXAM + NAP FULL-TIME STUDENT MEMBERSHIP DUES ... \$ 83.50

Includes all Friday sessions, workshop materials, lunch, NAP Examination, 2009
Membership dues in the National Association of Parliamentarians, and Oklahoma State
Association dues.

SATURDAY 06/20/09 AFTERNOON WORKSHOP 1:00 p.m. – 4:00 p.m. \$ 25.00

Includes all Saturday afternoon sessions and workshop materials. Registration: 12:45 – 1:00 p.m.
Does not include lunch.

TOTAL AMOUNT ENCLOSED: \$ _____

MAKE CHECK PAYABLE TO: **Oklahoma State Association of Parliamentarians**

DEADLINE: Postmarked by June 16, 2009 (Call for availability June 16 or later.)

MAIL REGISTRATION FORM AND CHECK, MONEY ORDER, OR PURCHASE ORDER TO:

Oklahoma State Association of Parliamentarians (State vendor ID available upon request)
P.O. Box 60039
Oklahoma City, OK 73146-0039

For more information or questions, or if you are interested in attending the Saturday morning convention
of the Oklahoma State Association of Parliamentarians to observe a real business meeting in action using
totally correct parliamentary procedure, contact: **Gloria Counselman at (405) 330-9273.**

Hurry, space is limited! June 16, or later please call (405) 330-9273 or (405) 524-8953 first to see
if there are any cancellations or remaining seats available. No refunds after June 16.

(Please feel free to copy and distribute additional Registration Forms. Thank you!)