

“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 Productive



Friday, June 18, 2010 – 9:00 a.m. to 4:15 p.m.

Saturday, June 19, 2010 – 1:00 p.m. to 4:00 p.m.

Sponsored by the Oklahoma State Association of Parliamentarians

Have Great Meetings at Non-Profit Organizations & Neighborhood, Condominium, and Homeowner Associations! The Oklahoma State Association of Parliamentarians is conducting an all-day workshop at the Wyndham Garden Hotel, 2101 S Meridian Ave in Oklahoma City on Friday, June 18, and a half-day workshop on Saturday, June 19.

Professional Registered Parliamentarians (PRP) and members of the National Association of Parliamentarians (NAP) will serve as workshop presenters. We are pleased to have Steve Glanstein, PRP (NAP Treasurer), with us on Friday and Saturday, who will offer his vast experience in serving community associations in Hawaii. Ella Carlson, PRP, W. Craig Henry, PRP, Joan Blankenship, ret PRP, and George Counselman will present sessions on Friday on some of the basic topics of parliamentary procedure that will benefit leaders, officers, and members of all types of organizations, large or small. On Saturday, Matthew L. Winton, a local attorney specializing in community association governance and law, will offer his insight on how parliamentary matters can become legal matters. Mr. Winton currently acts as general counsel to dozens of community associations, and he is a frequent lecturer to attorneys and real estate professionals on these matters. He will also be joining us for the Fri workshop.

There will be an opportunity to take the optional NAP membership examination at the conclusion of the Friday workshop. (Allow 30-45 minutes.) The 300 NAP study questions are available at: www.parliamentarians.org

Educational Workshop: Friday, June 18, 2010 - 9:00 a.m. to 4:15 p.m.

(Friday Workshop Registration: 8:30 – 8:55 a.m.)

- “We’ve Got to Stop Meeting Like This!” – Does This Sound Like Your Meetings?*
- Basic Parliamentary Information (Quorum, Methods of Voting, Abstentions, Settled Rule, Germane)*
- Rules and Decorum in Debate*
- Successful Meeting Management - Duties of Officers and Responsibilities of Members, Pre-meeting Activities, Meeting Activities, and Post-meeting Activities*
- Bylaws and Governing Documents of an Association*
- Lunch ‘n Learn: “Ask the Professionals” – A panel of Professional Registered Parliamentarians accredited by the National Association of Parliamentarians (NAP) will answer questions from the audience. Ask your toughest questions!*
- Main Motions, Privileged, Subsidiary, Incidental, and Bring Back Motions*
- Making and Handling Primary and Secondary Amendments*
- Duties of the Recording Secretary and the Minutes*
- Nominations and Elections*
- Steps in Handling Motions and the Standard Order of Business for Regular Meetings*

Educational Workshop: Saturday, June 19, 2010 - 1:00 p.m. to 4:00 p.m.

(Saturday Afternoon Workshop Registration: 12:45 – 1:00 p.m.)

- “Parliamentary Law versus Civil Law for Community Associations” – Attorney Matthew L. Winton*
- “Homeowner and Community Associations” – Steve Glanstein, Professional Registered Parliamentarian*
- “Parliamentary Hostage Taking” – Steve Glanstein, Professional Registered Parliamentarian*

Contact George Counselman (405) 330-9273 for more information or go to: www.okparliamentarians.org
----- **Casual attire both days: Hawaiian Theme - wear your Hawaiian shirt if you have one!** -----

BASIC PARLIAMENTARY PROCEDURE WORKSHOPS

Oklahoma State Association of Parliamentarians

Friday, June 18 and/or Saturday, June 19, 2010

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

For hotel reservations, call (405) 685-4000 and ask for Group Rate of \$99 including 2 breakfast buffets.

WORKSHOP 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 \$6.50.

FRIDAY 06/18/10 FULL-DAY WORKSHOP 9:00 a.m. – 4:15 p.m. \$ 50.00

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

List any special accommodations or dietary restrictions: _____

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

EXAM + NAP REGULAR MEMBERSHIP DUES for 2010 \$ 85.00

NAP Examination + 2010 Membership dues in the National Association of Parliamentarians
+ 2010 Oklahoma State Association of Parliamentarians dues.

or

EXAM + NAP FULL-TIME STUDENT MEMBERSHIP DUES for 2010 \$ 47.50

NAP Examination + 2010 Membership dues in the National Association of Parliamentarians
+ 2010 Oklahoma State Association of Parliamentarians dues.

SATURDAY 06/19/10 AFTERNOON WORKSHOP 1:00 p.m. – 4:00 p.m. \$ 30.00

Includes all Saturday afternoon sessions and workshop materials. Registration: 12:45 – 1:00 p.m.

Does not include lunch on Saturday.

TOTAL AMOUNT ENCLOSED: \$ _____

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

Call first if registering after June 10 so you can be included in head count for Fri lunch.

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: **George Counselman at (405) 330-9273.**

Hurry, space is limited! After June 10 please call (405) 330-9273 or (405) 524-8953 first to make sure there are remaining seats available and to be included in the head count for lunch on Friday.

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

----- **Casual attire both days: Hawaiian Theme - wear your Hawaiian shirt if you have one!** -----