

# *“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, July 15, 2011 – 9:00 a.m. to 4:15 p.m.**

**Saturday, July 16, 2011 – 1:00 p.m. to 4:00 p.m.**

**Sponsored by the Oklahoma State Association of Parliamentarians**

Have better meetings at Non-Profit Organizations, Fraternal Organizations, Unions, Neighborhood Associations, Condominium and Homeowner Associations! The Oklahoma State Association of Parliamentarians (OSAP) is conducting an all-day parliamentary procedure workshop at the Wyndham Garden Hotel, 2101 S Meridian Ave in Oklahoma City on Friday, July 15, and a half-day workshop on Saturday, July 16.

Professional Registered Parliamentarians (PRP) and members of the National Association of Parliamentarians (NAP) will serve as workshop presenters. We are pleased to have NAP Bylaws Committee Chairman Kirk Overbey, PRP, with us on Friday and Saturday, who will offer his vast parliamentary knowledge and experience. Mr. Overbey, along with other Professional Registered Parliamentarians and members of NAP 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 and small. On Saturday afternoon, Kirk Overby, PRP, and W. Craig Henry, PRP, will present a two-part workshop offering their insight on bylaws and other governing documents of a society.

For those who are interested, there will be an opportunity to take the optional National Association of Parliamentarians membership examination at the conclusion of the Friday workshop. (Allow 30-45 minutes.) The 300 study questions are available for downloading and review on the NAP website at: [www.parliamentarians.org](http://www.parliamentarians.org)

**Educational Workshop: Friday, July 15, 2011 - 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*
- ☑ *Lunch ‘n Learn: “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!*
- ☑ *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, July 16, 2011 - 1:00 p.m. to 4:00 p.m.**

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

- ☑ *“Building Better Bylaws, Interpretation, and Pitfalls to Avoid” – Kirk Overbey, PRP, NAP Bylaws Committee Chairman*
- ☑ *“Governing Documents of a Society: Standing Rules, Policies & Procedures, Parliamentary Authority, Special Rules of Order, Constitution & Bylaws, Corporate Charter” – W. Craig Henry, PRP, OSAP Bylaws Committee Chairman*

Contact Mary Davidson at (405) 524-8953 for more information or go to [www.okparliamentarians.org](http://www.okparliamentarians.org)

----- **Casual attire both days** -----

# BASIC PARLIAMENTARY PROCEDURE WORKSHOPS

Oklahoma State Association of Parliamentarians

Friday, July 15 and/or Saturday, July 16, 2011

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 FOR NON-OSAP MEMBERS

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 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 07/15/11 FULL-DAY WORKSHOP ..... 9:00 a.m. – 4:15 p.m.

Includes all Friday sessions, workshop materials, and lunch. One person single rate.....  \$ 90.00

Bring a friend and save! Group rate per person with two-four people in a group .....  \$ 80.00

Bring your friends and save BIG!! Group rate per person with five or more people in a group .....  \$ 65.00

Name of Group: \_\_\_\_\_ Registration: 8:30 – 8:55 a.m.

(For group rate, registrations need not be mailed together – just write in the name of your group.)

List any special accommodations or dietary restrictions: \_\_\_\_\_

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

EXAM & NAP REGULAR MEMBERSHIP DUES for 2011 ..... \$ 85.00

NAP Examination & 2011 membership dues in the National Association of Parliamentarians  
& 2011 membership dues in the Oklahoma State Association of Parliamentarians.

or

EXAM & NAP FULL-TIME STUDENT MEMBERSHIP DUES for 2011 ..... \$ 47.50

NAP Examination & 2011 membership dues in the National Association of Parliamentarians  
& 2011 membership dues in the Oklahoma State Association of Parliamentarians.

### SATURDAY 07/16/11 AFTERNOON WORKSHOP ..... 1:00 p.m. – 4:00 p.m.

Includes Saturday afternoon sessions and workshop materials. Lunch not included on Saturday.....  \$ 30.00

(Special: Saturday afternoon's fee reduced to \$20 if attending Friday's workshop, too) .....  \$ 20.00

Registration: 12:45 – 1:00 p.m.

TOTAL AMOUNT ENCLOSED: \$ \_\_\_\_\_

MAKE CHECK PAYABLE TO: Oklahoma State Association of Parliamentarians

Call first if registering after July 10 so you can be included in head count for Friday 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 correct parliamentary procedure, contact Mary Davidson at (405) 524-8953.

Hurry, space is limited! After July 10 please call (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* -----