

Florida Alpha Parliamentarians Unit of Tampa Invites You To a
PARLIAMENTARY PROCEDURE WORKSHOP

**What Every Leader
and Member
Needs to Know about
Parliamentary Procedure**



The Basic Principles

- Courtesy and justice for all
- Consideration of only one subject at a time
- Rights of absent members must be protected
- The minority must be heard
- The will of the majority must prevail

PLACE: HAWTHORNE ESTATES, Social Hall (directions below)
861 W. Lumsden Road
Brandon, Florida 33511

DATE: Saturday, September 16, 2017

TIME: Registration - 8:30 a.m. (includes coffee & pastries)
Program - 9:00 a.m. to Noon

INVESTMENT: \$15 - Postmarked no later than September 2
\$20 - At door (Please do not mail after September 2)
\$10 - Special rate for students

WHAT YOU'LL LEARN: The ABCs of Parliamentary Procedure, Bylaws and Governing Documents, and How to Run an Effective Meeting

- Purposes, principles, and value of parliamentary law
- Characteristics of an effective chairman
- How to organize and conduct efficient, productive meetings
- How to develop a standard agenda
- The basics of writing short, informative minutes
- How to handle main motions and amendments smoothly
- How to handle other common motions--Point of Order, Division of the Assembly, Referral to a Committee, Adjournment
- Evaluating the effectiveness of your meeting procedures
- How bylaws and rules make a big difference in the success of your organization. We'll help you to understand how to benefit from knowing your governing documents.
- And there will be time for questions and answers.



**FOR MORE INFORMATION CALL: CAROL AUSTIN - 727-866-6957
MARY LOU HARDEN - 813-689-8700**

Directions: Hawthorne Estates is on the campus of Hawthorne Village Retirement Community, located southeast of Westfield Brandon Shopping Mall. Upon entering the property, drive to the back to the multi-storied building on your right. Check with staff at front desk in lobby for location of the Social Hall.

REGISTER ME NOW!

Name _____ Phone _____

E-Mail _____ Student? Please check _____

Address _____

Organization: _____

Please make check payable to: Florida Alpha Parliamentarians Unit (FAPU)
Please Mail no later than September 2, 2017, to: Mary Lou Harden
902 W. Old Hillsborough Avenue
Seffner, FL 33584-3530

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GOT *Questions?*
WE'VE GOT *answers.*