



Arch Metro STL Unit
NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

AND



present

***Basic Parliamentary Procedure
And
Beyond Basics in Parliamentary Procedure***

Monday, August 19, 2024

Session I: Basic Parliamentary Procedure – Lunch 12:30, Seminar 1:00-4:00 pm

Session II: Beyond Basics in Parliamentary Procedure – Dinner 4:30, Seminar 5:00-7:30 pm

Program:

Session I: Basic Parliamentary Procedure: What happens in a Meeting, Motions, Amending Motions, Duties of Officers, Boards and Committees, and Discussion

Session II: Beyond Basics in Parliamentary Procedure: Governing Documents and Bylaws, Agendas, Useful Advanced Motions, Minutes, Reports, Trivia Challenge, and Discussion

[All instructors are Credentialed Parliamentarians]

Seminar Location:

Ferguson Community Center
1050 Smith Avenue
Ferguson, MO 63135

Need a copy of *Robert's Rules of Order Newly Revised*, 12th Edition? Preorder and pay with your registration and we will bring your order to the seminar. You pay no tax or shipping.

Arch Metro STL Unit and The Missouri State Association of Parliamentarians are divisions of the National Association of Parliamentarians. For more information, visit <http://www.parliamentarians.org> or at <http://moparli.com>.

Questions? Contact Joy Freeland, PRP, joyfreeland@gmail.com or 816-550-2273

Parliamentary Procedure Seminar

Registration Form

**Registration Fee \$20.00 for each session
(\$35.00 for both sessions)
(No Refunds after August 5, 2024.)**

Session I includes *Roberts Rules Newly Revised In Brief*, 3rd Edition, materials, and lite lunch.
Session II includes materials and lite dinner.

We will take pre-orders for *Robert's Rules of Order Newly Revised*, 12th Edition, and bring them to the seminar for you. Payment for the book must be enclosed with the registration payment.

Deadline: August 5, 2024

Limited seating is available and we need to order lunches and prepare materials.

Mark one: Session I, \$20 Session II, \$20 Both Sessions, \$35

Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

_____ @ \$18.00 copy of *Robert's Rules of Order Newly Revised*, 12th edition, paperback

_____ @ \$22.00 copy of *Robert's Rules of Order Newly Revised*, 12th edition, spiral bound

Total Enclosed: _____

Makes checks payable to "Arch Metro STL Unit"

[Please send separate registration forms, even if paying for multiple registrations with one check.]

Send registration form with payment to:

Joyce Hawkins

11 Churchill Downs Dr, St. Peters MO 63376-1360

636-397-3570 joycehawkins@charter.net