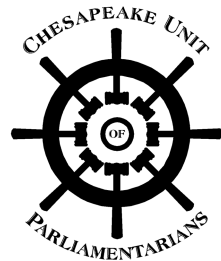


The Chesapeake Unit of Parliamentarians



Chesapeake Unit of Parliamentarians

We meet on the first Monday of each month, January through November, from

7PM to 8:30 PM at:

TowneBank's Towne Hall
137 Mt. Pleasant Road
Chesapeake, Virginia, 23322

Email: ChesapeakeUnit@cox.net

Presents

"So, You're
Going to a
Meeting..."



Date:
Saturday,
February 28,
2009

Time: 9:30 AM

TowneBank's Towne Hall
137 Mt. Pleasant Road
Chesapeake, VA
23322

About the Chesapeake Unit of Parliamentarians

The Chesapeake Unit of Parliamentarians was formed during the fall of 2003. In March of 2004, the unit was Chartered by the National Association of Parliamentarians.

Our mission is to promote the study and proper practice of parliamentary procedure in accordance with the principles outlined in Robert's Rules of Order Newly Revised.

The National Association of Parliamentarians (NAP) is a dynamic, growing organization concerned with the practical problems parliamentarians face today. NAP is the oldest and largest professional non-profit association of parliamentarians in the world. NAP's primary objectives are teaching, promoting, and disseminating the philosophy and principles underlying the rules of deliberative assemblies.

The goals of NAP are to:

- Foster educational, scientific, literary and professional purposes of studying, teaching, promoting and disseminating the philosophy and principles underlying the rules of deliberative assemblies;
- Further the growing interest in parliamentary rules in both public and private schools on all levels;
- Create closer cooperation among parliamentarians;
- Inculcate and uphold the general principles of obedience to law and lend moral aid and strength to the parliamentary activities of its members; and
- Award such certification of proficiency as appropriate.

Michael I. Wagner-Diggs, PRP



Chesapeake Unit Member
and Professional Registered
Parliamentarian.

So, You're Going To A Meeting

The Chesapeake Unit of Parliamentarians will host a public seminar on parliamentary procedure as it relates to the conduct of meetings. Plan on attending this informative seminar to uncover the myths and ways to prevent yourself from being railroaded at meetings. Those of you who conduct meetings should



Don't Let Meeting Procedure Intimidate You!

attend and enhance your presiding skills and ensure that your next meeting is conducted properly. We have all experienced meetings, whether at church, a civic organization, homeowner's organization, or even local government where things did not go smoothly or became unruly. This seminar will help prepare you, the

participant, or you the presider, on the proper parliamentary practices related to the conduct of meetings.

The seminar staff consists of professional parliamentarians that can help answer your questions and provide tips on presiding over your next meeting. Don't delay in registering- do it today!

First Topic:
What Happens at a Meeting?
This topic will focus on the role of the presiding officer and the secretary. It will define Quorum and what impact it plays on the meeting. Next, we'll focus on the standard order of business- what happens when? Finally, we'll discuss the use of standing at ease, recess, and adjournment

Second Topic:
How Decisions are Made at a Meeting
This portion will define the meaning of "motion." It will then discuss and practice how you get to speak at meetings. Then we will learn how a motion gets before the group. Finally, we'll discuss and practice how the group considers a motion.

Third Topic:
Debate...
Here, we will learn the rules of debate... how long

you may speak; who speaks first; the importance of sticking to the subject; and other rule and formalities that apply during debate. This is a must for those of you who don't want to get railroaded!

Fourth Topic:
Amendments to Motions
What is the purpose of amendments? How are they constructed? Why did the presider tell me that my motion "wasn't germane"? What does germane mean anyway? Find out all this and more during this informative session.

Fifth Topic:
Postponing and Referring to a Committee
This session will focus on the real working group of any organization- the committee! Here, we'll learn how to delay action on a motion and how to get it to a committee for further study and suggestion. Find out how the committee is created and how its members are chosen.

Sixth Topic:
How Can a Group Change Its Mind?
This topic will explore how to correct mistakes. We will focus on the special motions that deal with this process. It's easier than it sounds!

Bonus Topic:
Voting
This topic will explore the various forms of voting. Whether a vote is taken by voice vote, standing, counted, or ballot, we will explore the proper application of each. In today's world, with more and more electronics merging into our lives, electronic voting is emerging into the meeting place. An in-depth look at electronic voting as well as voting by mail will be covered. Make sure that your vote counts, come and learn how today!

Registration Form

NOTE: Registration is limited to the first forty respondents. First come, first served...

Sign up for:	Price
<input type="checkbox"/> 2009 Seminar Registration Boxed Lunch Included	\$25.00

Total: _____

Please Print:

Name _____

Address _____

Phone _____

Email address _____

Please enclose a check or money order made payable to:

Chesapeake Unit of Parliamentarians, NAP
Registrations must be postmarked by
Feb. 11, 2009

Send to:

Mrs. Pamela P. James
CUP Treasurer
1117 Marston Drive

Contact number: 757 482-0933

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