

**JOHN F. NOONAN, PRP, CGA**  
A PROFESSIONAL REGISTERED PARLIAMENTARIAN

**LOCATION:**

**HOLIDAY INN – HOTEL & SUITES**  
**700 – OLD LILLOOET ROAD**  
**NORTH VANCOUVER, BC**

**WHEN:**

**MARCH 26, 2009**  
**9:00 AM – 4:00 PM**

**TO REGISTER:**  
**604-984-6083**

**OR**

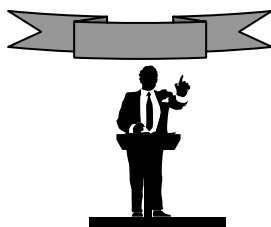
**johnnoonan@shaw.ca**

**COST:**

**Base Cost \$170.00**  
**GST            8.50**  
**Total Cost 178.50**

**Includes**

- **2 Refreshment Breaks**
- **Light lunch**
- **Free parking**
- **All Training Material**
- ***Including a complimentary copy Robert's Rules of Order Newly Revised – In Brief***



For more Information about the program facilitator  
check out this website: -

[www.registeredparliamentarian.com](http://www.registeredparliamentarian.com)

## **Conducting Effective Meetings with ROBERT'S RULES OF ORDER**

*For Community/Association Leaders  
(and those who aspire to Association leadership )*

### **MEETINGS DON'T ORGANIZE AND RUN THEMSELVES**

They are

- Run by people
- Attended by people
- Conducted for the benefit of people

Good meetings bring forth the best in people the best ideas, the best decisions, and the best follow-up

### **LEARN TO ACHIEVE POWERFUL RESULTS**

By the end of this seminar, you will have a clear knowledge of your role as an association member, and as a board member, and the role of the board itself. You will leave this program with the confidence to lead a meeting effectively and possess the skills to be a fully participating member of your association.

### **PROGRAM OVERVIEW**

Learn about all of these together

- The members and their responsibilities
- The role of a board of directors
- The role of individual directors
- The role of association officers
- Conducting an effective annual/board/committee meeting
- A crash course in Robert's Rules of Order

### **YOUR FACILITATOR:**

**John Noonan, PRP, CGA** is a Professional Registered Parliamentarian, the President of the Parliamentarians Association of British Columbia and an Internationally Accredited Speaker. He is a former International President of Toastmasters. In 1999 John was elected to the Board of Directors of the National Association of Parliamentarians where he served four years, two as its National Treasurer, Chairman of the Budget and Finance Committee, and as a member of the Executive Committee. Today, John practices as a communication consultant offering services as a registered parliamentarian, presentation skills trainer, and coach to association, government and corporate clients.

# TOPICS TO BE COVERED IN THIS PROGRAM

## ROLES AND RESPONSIBILITIES

- The Members
- The Directors and Committee Members
- The Executive Director and other Staff

## THE BOARD OF DIRECTORS

- What is a board? What is a committee?
- Individual board member responsibilities
- Working together as a team in the boardroom
- Legal issues and liability
- Roles officers, directors, staff

## THE GOVERNING DOCUMENTS

- Articles of Incorporation
- Constitution and Bylaws
- Robert's Rules of Order

## CONDUCTING EFFECTIVE MEETINGS, REPORTS AND MINUTES

- Order of business
- Reading and approval of the minutes
- Processing reports for officers, board and committees
- Dealing with the reports of the treasurer and the auditor
- Unfinished business
- Processing new business
- Rules of debate
- Decorum for the presiding officer

## A CRASH COURSE IN ROBERT'S RULES OF ORDER

- Processing the main motion
- Amending the main motion
- Referring business to a committee
- Postponing business to a later time
- Close, limit or extend debate
- Tabling business
- The Privileged Motions
  - Orders of the day
  - Raise a question of privilege
  - Recess
  - Adjourn
- Point of Order/Information/Procedure
- How to appeal a decision made by the Chair
- How to process an appeal to the Chair's decision when you are the presiding officer

*\*NOTE If possible, please bring a copy of your bylaws to add value to the day's program.*