

PARLIAMENTARIAN WORKSHOP



Hosted by:
CALGARY DIOCESAN CWL COUNCIL

PROFESSIONAL TRAINING COURSE

Nov 24th & 25th, 2023

9:30 am – 4:00 pm

\$150

Includes lunches

*Additional \$15.00 if you require
Robert's Rules of Order Newly
Revised in Brief (3rd edition)*

Payable with registration

Open to all CWL Members

20 person limit

Registration Deadline

November 17th or whenever
course is full

St. Bonaventure Church
St. Francis Room
1600 Acadia Dr. SE
Calgary

Do you get frustrated when:

- ⇒ Meetings go on and on due to lack of order and control
- ⇒ A few people dominate discussions and other voices are ignored
- ⇒ There is confusion about when and how to make motions
- ⇒ Not everyone knows what is being voted on

Learn how to:

- apply parliamentary rules for successful meetings
- present a motion, identify types of motions, and methods of voting
- give everyone a chance to be heard and participate in discussions
- maintain order and keep the agenda moving
- manage agendas, minutes, and elections

Participants will study the basic rules of democracy for meeting procedures and procedural motions using *Robert's Rules of Order Newly Revised*. You will acquire the skills to confidently preside as chair for your respective level and aid as a parliamentarian to assist an untrained chair.

Facilitator Todd Brand, M.A., CP, PRP is an experienced leader His background and training in organizational leadership span over twenty years. Todd currently serves as Trustee for one of Canada's fastest growing school divisions. His education and wide experience cover many unique organizations and come together in his ability to coach, lead and train others for organizational effectiveness.



OPTIONAL EXAM — Participants can opt to take the National Association of Parliamentarians exam on the last day of the course to become a qualified NAP member. To write the exam, you must register with NAP at: www.parliamentarians.org/

REGISTRATION— Register online [here](#) before November 17th.

To learn more, contact Diocesan Past-President Jan Myhre at 1-403-828-4191 or calgarycwlpastpres@gmail.com.