Learn to Handle Board Meetings Like a Pro

Attend *Parliamentary Procedure*

Beyond "majority rules," how much do you really know about board decision-making? Understanding the intricacies of parliamentary procedure can mean the difference between a well-run meeting and utter chaos. Learn the secrets of Robert's Rules of Order and make your board meetings more efficient, effective, and satisfying.

At Parliamentary Procedure, you'll discover:

- The roles of the meeting leader and participants
- Why rules are necessary and how they enhance the decision-making process
- How the standard order of business relates to your board agenda
- How motions are introduced, debated, and disposed of
- The hierarchical relationship of motions
- The critical differences between/among motions such as reconsider and rescind; table, postpone and refer; and old business and unfinished business
- Variations on Roberts Rules for board of education meetings

Through case studies, simulations, and hands-on activities, you will acquire a greater understanding of how to run meetings and how meetings you attend should be run.

Parliamentary Procedure

Saturday, April 8, 2006, 9:00 a.m. to 4:00 p.m.
Raritan Valley Academy, Middlesex Regional Educational Services Commission, Piscataway

Academy Credits: 2
Core Area for CBM: None
Core Area for MBM: None
Core Area for CBL: Elective

N E W C O U R S E

To register or for more information, call NJSBA's Inservice Education Department at 1-888-886-5722, extension 5232, or complete the coupon below and fax to 609-695-0413.

Cancellation Policy: A $25 fee will be charged for cancellations made within 10 working days of the program. Cancellations made within 72 hours and no-shows will be charged the full fee. For possible program cancellations due to inclement weather, call 609-392-2000.

Please register me for **Parliamentary Procedure**, Saturday, April 8, at the Raritan Valley Academy, Middlesex Regional Educational Services Commission, Piscataway. The registration fee includes continental breakfast, lunch, and materials.

❑ $95 per person ❑ $190 Non-Member ❑ Payment Enclosed ❑ Bill Board (Voucher Enclosed)

NAME: _____ TITLE: _____
DISTRICT: _____ COUNTY: _____
ADDRESS: _____
PHONE: (h) _____ (b) _____
FAX: _____ E-MAIL: _____

Return to: New Jersey School Boards Association, Inservice Education Department
413 W. State Street, P.O. Box 909, Trenton, New Jersey 08605-0909 or FAX: 609-695-0413