

# 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:

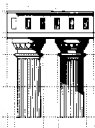
- The roles of the meeting leader and participants
- Why rules are necessary and how they enhance the decision-making process
- How the standard order of business relates to your board agenda
- How motions are introduced, debated, and disposed of
- The hierarchical relationship of motions
- The critical 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

NEW COURSE

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: \_\_\_\_\_

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**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