

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 Robert's 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

Wednesday, May 14, 2008, 9:00 a.m. to 4:00 p.m.
Trump Taj Mahal, Atlantic City (NJASA Spring Conference)
\$125 (\$250 Non-Member)



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



IMPORTANT NOTICE:

The new "school district accountability" law places travel restrictions on school board members. Advanced travel approval is required. For details, visit www.njsba.org/accountabilityact/

To register or for more information, school business administrators should call (888) 886-5722, extension 5217.

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**, Wednesday, May 14, 9 a.m. to 4 p.m. at the Trump Taj Mahal, Atlantic City.
The registration fee includes materials and light refreshments.

\$125 per person \$250 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, Member Services Department
413 W. State Street, P.O. Box 909, Trenton, New Jersey 08605-0909 or FAX: (609) 695-2934