

Florida Alpha Parliamentarians Unit of Tampa Invites You To a  
**RESCHEDULED** PARLIAMENTARY PROCEDURE WORKSHOP

What Every Leader  
*and Member*  
Needs to Know about  
Parliamentary Procedure



**The Basic Principles**

- Courtesy and justice for all
- Consideration of only one subject at a time
- Rights of absent members must be protected
- The minority must be heard
- The will of the majority must prevail

**PLACE:** Camelot A Meeting Room  
Florida Hospital  
3100 East Fletcher Avenue  
Tampa, Florida 33613

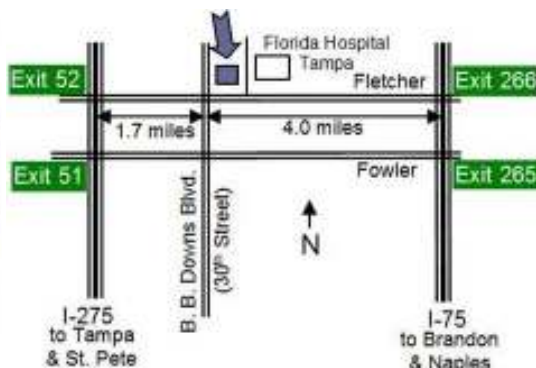
**DATE:** Saturday, December 2, 2017

**TIME:** Registration - 8:30 a.m. (includes coffee & pastries)  
Program - 9:00 a.m. to Noon

**INVESTMENT:** \$15 - Postmarked no later than November 22  
\$20 - At door (Please do not mail after November 22)  
\$10 - Special rate for students

**WHAT YOU'LL LEARN:** The ABCs of Parliamentary Procedure, Bylaws and Governing Documents, and How to Run an Effective Meeting

- Purposes, principles, and value of parliamentary law
- Characteristics of an effective chairman
- How to organize and conduct efficient, productive meetings
- How to develop a standard agenda
- The basics of writing short, informative minutes
- How to handle main motions and amendments smoothly
- How to handle other common motions--Point of Order, Division of the Assembly, Referral to a Committee, Adjournment
- Evaluating the effectiveness of your meeting procedures
- How bylaws and rules make a big difference in the success of your organization. We'll help you to understand how to benefit from knowing your governing documents.
- And there will be time for questions and answers.



FOR MORE INFORMATION, CALL:  
**CAROL AUSTIN – 727-866-6957**  
**MARY LOU HARDEN - 813-689-8700**

**Directions:** Meeting rooms at Florida Hospital Fletcher are next to the cafeteria. Follow signs to the cafeteria or ask at front desk. Parking is free in the adjacent parking garage.

**REGISTER ME NOW!**

Name \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_ Student? Please check \_\_\_\_\_

Address \_\_\_\_\_

Organization: \_\_\_\_\_

Please make check payable to: Florida Alpha Parliamentarians Unit (FAPU)

Please Mail no later than November 22, 2017, to: Mary Lou Harden  
902 W. Old Hillsborough Avenue  
Seffner, FL 33584-3530

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**GOT** *Questions?*  
**WE'VE GOT** *answers.*