



Wants You to Run Meetings with Confidence!

Master Robert's Rules of Order in Just Six Weeks

This practical six-week course will help you conduct **fair, efficient, and orderly meetings** while protecting the rights of all members.

Whether you serve on a **board, nonprofit, HOA, or community group**, you'll gain skills you can use immediately to improve meetings and decision-making.

What You'll Learn

- How to process **all types of motions** from start to finish
- How to **write effective agendas**
- How to **take accurate minutes**
- Understanding **voting, debate, and members' rights**
- How to **preside with confidence and efficiency**

Course Details

- **Dates:** Tuesdays, February 24 – March 31
- **Time:** 9:00 a.m. – Noon
- **Cost:** \$50 for the entire course
- **Materials:** Digital and printed materials included
- **Audience:** Open to the public

Presented By

The **award-winning Charlotte County Parliamentarians Unit**, affiliated with state and national parliamentary organizations.

Registration

- **Registration ends:** Friday, February 13
- **Register online:** pgica.org
- **Or call:** 941-637-1655