

Robert's Rules of Order

Facilitator: Shari Hildred, Valmore Consulting Inc.

WHERE:

Online ZOOM Webinar

WHEN:

7:00 p.m. - 9:00 p.m.
Wednesday, January 13, 2021

DEADLINE TO REGISTER:

Monday, January 11

COST:

Free

Join us for a brief overview and important aspects of Robert's Rules of Order. Learn tips and tricks to successful meeting facilitation and engagement for small groups and boards!

Topics/Learning Outcomes:

- Parliamentary Procedure: a brief overview and important aspects of Robert's Rules of Order
- Where do organizations struggle - misinformation, myths, failing to set basic meeting ground rules, meetings consistently running over allocated time, and what can we do to improve!
- What is a Consent Agenda and how can it improve meeting effectiveness and efficiency to stay on track and on time!
- Robert's Rules of Order - making the complex simplistic, easy to understand, and applicable to smaller organizations.
- Role of the Chair (and role of Vice-Chair or 1st and 2nd Vice if applicable)
- Voting process - review all steps from motion to vote including requirements for motion language, and quorum considerations and management.
- Conflict of Interest - what is it and when does it trigger abstaining from voting.
- Minutes of Meetings - best practices including documenting and approving corrections properly.
- Tips and tricks to successful meeting facilitation and engagement!

Pre-registration is required

Register by Monday, January 11, 2021 at southeastdistrict.ca/event-calendar/list/all/current-events. For more information, contact Joni Hagen, Executive Director, at ed@southeastdistrict.ca, or by phone at 306.842.2188.