



“Making Your Meetings More Efficient”
 Parliamentary Procedures
 August 24, 2009



Parliamentary Procedures

The purpose of this workshop is to provide members and officers of organizations with information and ideas on how to make their business meetings more effective and efficient. Topics to be covered are Order of Business and Agenda management; how to handle motions; rank and precedence of motions; and how to handle various common parliamentary situations. Time will be set aside for questions.



DINNER MENU
 ~ Italian Night ~

- Caesar Salad
- Fresh Parmesan Cheese
- ✂
- Beef Lasagna & Mushrooms
- Italian Green Beans
- Garlic Bread Sticks
- ✂
- Coffee / Iced Tea
- ✂
- Tiramisu



Registration form adopted from Microsoft Office Templates and designed by Melinda R. Peña CPS/CAP

- 5:15 p.m. Networking / Dinner
- 5:30 p.m. Call to Order / Welcome Members & Guests / Business Meeting
- 6:15 p.m. Guest Speaker Presentation & Program
- 7:15 p.m. Meeting Adjourned

Cost: \$25.00 Registration fee includes program, dinner and valet parking
 \$27.00 Late Registration
 \$13.00 Meeting Only

Deadline for Reservations or Cancellations: August 21, 2009

Regardless of payment method, please email or fax this form to:
 Melinda R. Peña at mrpena@mdanderson.org or fax to 713-563-2672

Check one: Meat Dinner Vegetable Dinner No Dinner

Name: _____

Company: _____

Office Number: _____

Email Address: _____ Member Guest

Please enroll me in automatic monthly registration
I will be responsible for payment unless I cancel prior to the deadline date.

EZ PayPal Payment: +\$1 processing fee
 If no meal, please [click here](#) for meeting only.

ON-TIME PAYMENT → **Pay Now**
 \$26.00

**LATE PAYMENT
 AFTER AUG 21, 2009**

\$28.00

PayPal

CLICK HERE

NOTE: For hotel directions [click here](#).

To go to websites, hold <Ctrl> key before clicking on web links or button