

“We’ve Got to Stop Meeting Like This...”

...And Start Meeting Like This:

- **Following Robert’s Rules of Order**
- **Respecting the Rights of the Minority**
- **Reaching the Will of the Majority**
- **Protecting the Rights of Absentees**
- **Making Meetings Shorter and Productive**



Friday, June 22, 2012 – 9:00 a.m. to 4:15 p.m.

Saturday, June 23, 2012 – 1:00 p.m. to 4:00 p.m.

Sponsored by the Oklahoma State Association of Parliamentarians

Have better meetings at Non-Profit Organizations, Fraternal Organizations, Unions, Neighborhood Associations, Condominium and Homeowner Associations! The Oklahoma State Association of Parliamentarians (OSAP) is conducting an all-day parliamentary procedure workshop at the Wyndham Garden Hotel, 2101 S Meridian Ave in Oklahoma City on Friday, June 22, and a half-day workshop on Saturday, June 23.

Professional Registered Parliamentarians (PRP) and members of the National Association of Parliamentarians (NAP) will serve as workshop presenters. We are pleased to have NAP Vice-President Ann Guiberson, PRP, with us on Friday and Saturday, who will offer her vast parliamentary knowledge and experience. Ms. Guiberson, along with other Professional Registered Parliamentarians and members of NAP will present sessions on Friday on some of the basic topics of parliamentary procedure that will benefit leaders, officers, and members of all types of organizations, large and small. On Saturday afternoon, the focus will be on motions that allow an assembly to change its mind: Ann Guiberson, PRP, will offer insight into the motion to Reconsider; W. Craig Henry, PRP, will present on the motions to Rescind or Amend Something Previously Adopted; Alison Wallis, PRP, will speak on Renewal of Motions.

For those who are interested, there will be an opportunity to take the optional National Association of Parliamentarians membership examination at the conclusion of the Friday workshop. (Allow 30-45 minutes.) The 300 study questions are available for downloading and review on the NAP website at: www.parliamentarians.org

Educational Workshop: Friday, June 22, 2012 - 9:00 a.m. to 4:15 p.m.

(Friday Workshop Registration: 8:30 – 8:55 a.m.)

- “We’ve Got to Stop Meeting Like This!” – Does This Sound Like Your Meetings?*
- Basic Parliamentary Information (Quorum, Methods of Voting, Abstentions, Settled Rule, Germane)*
- Rules and Decorum in Debate*
- Rules of Organizations: Articles of Incorporation, Bylaws, Parliamentary Authority, Special Rules of Order, Standing Rules, Customs*
- Lunch ‘n Learn: “Ask the Professionals” – A panel of Professional Registered Parliamentarians accredited by the National Association of Parliamentarians will answer questions from the audience. Ask your toughest questions!*
- Main Motions, Privileged, Subsidiary, Incidental, and Bring Back Motions*
- Making and Handling Primary and Secondary Amendments*
- Duties of Officers and Responsibilities of Members; Duties of the Recording Secretary and the Minutes*
- Nominations and Elections*
- Steps in Handling Motions and the Standard Order of Business for Regular Meetings*

Educational Workshop: Saturday, June 23, 2012 - 1:00 p.m. to 4:00 p.m.

(Saturday Afternoon Workshop Registration: 12:45 – 1:00 p.m.)

1. *“That Was Fun! Let’s Do It Again! – The Motion to Reconsider” by Ann Guiberson, PRP, NAP Vice-President*
 2. *“How Can a Group Change Its Mind? – Rescind or Amend Something Previously Adopted” by W. Craig Henry, PRP, Member of the OSAP Board of Directors*
 3. *“Here We Go Again! – Renewal of Defeated Motions” by Alison Wallis, PRP, NAP District Six Director*
- Contact Mary Davidson at 405-524-8953 for more information or go to www.okparliamentarians.org —

Registration Form for OSAP and Provisional Members
OKLAHOMA STATE ASSOCIATION OF PARLIAMENTARIANS ANNUAL CONVENTION
June 22-23, 2012

Wyndham Garden Hotel, 2101 S. Meridian Ave, Oklahoma City, OK
HOTEL RESERVATIONS: Call 405-685-4000 and ask for OSAP Group Rate (Block)
Group Rate Hotel Accommodations — \$99 first-come first-served (call early) — includes 2 buffet breakfasts!

————— *Casual Attire Both Days* —————

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| LAST NAME (as it will appear on nametag) | FIRST | MI |
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MAILING ADDRESS

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| CITY | STATE | ZIP CODE | E-MAIL |
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| HOME PHONE | WORK PHONE | CELL PHONE |
|------------|------------|------------|

| OSAP MEMBERS (Check all that apply) | |
|---|--|
| <input type="checkbox"/> Registered Parliamentarian (RP) | <input type="checkbox"/> Chisholm Trail Unit |
| <input type="checkbox"/> Professional Parliamentarian (PRP) | <input type="checkbox"/> Great Plains Unit |
| <input type="checkbox"/> Not a member of any Unit (MAL) | <input type="checkbox"/> Green Country Unit |
| <input type="checkbox"/> Full-Time Student | <input type="checkbox"/> Oil Capitol Unit |
| <input type="checkbox"/> Regular Member | <input type="checkbox"/> Oklahoma City Unit |
| <input type="checkbox"/> Provisional Member | <input type="checkbox"/> Sooner Unit |
| <input type="checkbox"/> Affiliate Member | <input type="checkbox"/> Will Rogers Unit |

MAKE CHECK PAYABLE TO:
 "Oklahoma State Association of Parliamentarians"

Mail Registration Form and Check to:
Oklahoma State Association of Parliamentarians
P.O. Box 60039
Oklahoma City, OK 73146-0039

For information contact Convention Committee:
Mary Davidson 405-524-8953

List any special accommodations or dietary restrictions:

| 2012 OSAP FRIDAY WORKSHOP & SATURDAY CONVENTION | | Registration Fee Per Person | Amount |
|--|--|-----------------------------|--------|
| Friday, June 22 — All Day Workshop (9:00 a.m.— 4:15 p.m.) "WE'VE GOT TO STOP MEETING LIKE THIS...And Start Meeting Like This!" Includes Educational Materials, and Lunch (Registration 8:30—8:55 a.m.) | \$ 65.00 OSAP members or Provisionals | | |
| Friday, June 22 — <u>Optional</u> NAP Membership Exam (4:15 p.m.) Includes NAP Examination, 2012 Regular Membership dues in the National Association of Parliamentarians, and 2012 Oklahoma State Association dues. | \$ 85.00 | | |
| Friday, June 22 — <u>Optional</u> NAP Membership Exam FULL-TIME STUDENT (4:15 p.m.) Includes NAP Examination, 2012 Student Membership dues in the National Association of Parliamentarians, and 2012 Oklahoma State Association dues. | \$ 47.50 | | |
| Saturday, June 23 — OSAP 2012 Annual Convention (9:00 a.m.— 4:00 p.m.) Includes Morning Business Meeting, Lunch, and Afternoon Workshops (Registration 8:30—8:55 a.m.) | \$ 55.00 | | |
| Saturday June 23 — Afternoon Workshops Only (1:00 p.m.— 4:00 p.m.) Does not include lunch. (Registration 12:45—1:00 p.m.) | \$ 30.00 (\$20 if attend Fri) | | |

Registration Deadline: Postmarked by June 15, 2012.
 After June 15, please call 405-524-8953 for availability and to be included in head count for lunch.
 Make check to: "Oklahoma State Association of Parliamentarians" **TOTAL ENCLOSED:** \$

MAIL REGISTRATION FORM AND CHECK, MONEY ORDER, OR PURCHASE ORDER TO:
Oklahoma State Association of Parliamentarians
P.O. Box 60039
Oklahoma City, OK 73146-0039