



Syllabus
Parli-Pro Pointers 2018-2019
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Description

This series of parliamentary procedure pointers are designed to introduce Parliamentary Procedures and help guide members through the most basic rules needed to participate confidently in club meetings. Specific emphasis will be placed on the use of correct language and protocols through role play and other activities. Each 30-minute segment focuses on applications taken from Robert's Rules of Order *Newly Revised In Brief* (2nd edition) and will serve as a tool for facilitating the smooth flow of meetings.

Objectives

By the end of the segments, members should be able to:

- Understand the vital role of Parliamentary Procedures in a meeting
- Use the correct language for making motions
- Gain knowledge for handling nominations, elections and distinct types of voting
- Develop a better understanding of Parliamentary Procedure protocols
- Address disciplinary issues and procedures

Workshop Topics

- Parliamentary Procedures Protocols
- Making Motions
- Handling Nominations
- Handling Elections
- Understanding the Voting Process
- The Who, What, When and Why of Committees
- Disciplinary Procedures

Text/Materials: Instructor-provided handouts and NAP material