

# MEETING MAGIC!

Sponsored by: California Escondido Parliamentarians Unit,  
a Unit of the National Association of Parliamentarians ®



## SATURDAY, MARCH 21

### FREE Public Workshop\*

Beneficial for Members & Officers of any organization.

\*Meeting procedures by "*Robert's Rules of Order Newly Revised*"

Workshop: **9:30**a.m. to 12:30p.m. Registration: **9:00**a.m.

### Valley Center Branch Public Library

29200 Cole Grade Road, Valley Center, CA 92082

### Workshop Topics:

#### Meeting Management

- . Learn techniques to manage and conduct meetings efficiently.

#### Bylaws Amendment

- . Learn process of changing a provision in the group's Bylaws.

#### 'Minutes' of a Meeting

- . Learn proper preparation of recording what is done at a meeting, to include the needed information in the 'Minutes' document.

All registered attendees will receive handouts of presenter's information. **\*Registration deadline: March 14, 2020**

#### Mail Registration form to:

Jacqueline Marazzi, P.O. Box 300626, Escondido, CA 92030-0626

#### For more information contact:

Jacqueline Marazzi - (760) 650-9290 / [jm.prp15@gmail.com](mailto:jm.prp15@gmail.com)

George Speer, Jr. - (760) 212-6339 / [gspeerjr@aol.com](mailto:gspeerjr@aol.com)

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#### **Registration for 3-21-2020 Parliamentarian Workshop, Escondido**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address \_\_\_\_\_