



# ***“Free” Parliamentary Workshop “How To Run Successful Business Meetings”***

sponsored by  
***M. Stanley Ryan Unit of Parliamentarians***

***Thursday, April 7, 2022 - 6:30 PM - 8:30 PM***

***Free to the Public via Zoom \*\****

***To register, please click here.***

***Registration Deadline: Friday, April 1<sup>st</sup>***



## ***Workshop Description***

***Four 25-minute workshop sessions  
will focus on:***

- ❖ Workshop 1: The Keys To a Successful Meeting***
- ❖ Workshop 2: Handling Business Through Motions***
- ❖ Workshop 3: The Roles and Responsibilities of Officers, Committees, & Members***
- ❖ Workshop 4: Put it in Writing: Agendas, Minutes, Reports, & Governing Documents***

***To purchase a RONR 12<sup>th</sup> Edition & RONRIB 3<sup>rd</sup> Edition: Please call: 804-467-7780***

***Participants are encouraged to secure the 12th Edition of Robert's Rules of Order and/or the 3rd Edition of Roberts's Rules of Order, In Brief. These books can be purchased from local bookstores, Amazon.com, or the National Association of Parliamentarians at [parliamentarians.org](http://parliamentarians.org). The M. Stanley Ryan Unit of Parliamentarians has a limited number of books available for purchase. Please contact us directly to arrange for payment and pick-up.***

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***National Association of Parliamentarians website: [www.parliamentarians.org](http://www.parliamentarians.org)***