

# Registration Form

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

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

Organization OR PTA/PTSA Unit \_\_\_\_\_

Email: \_\_\_\_\_

Phone # \_\_\_\_\_

Cell # \_\_\_\_\_

Number of persons attending \_\_\_\_\_

## REGISTRATION FEE:

PTA/PTSA MEMBERS REGISTRATION FEE IS WAIVED. PTA MEMBERS MUST SHOW PTA MEMBERSHIP CARD AT TIME OF ENTRY. RSVP BY APRIL 2, 2011.

IF NOT A PTA/PTSA MEMBER: THERE IS A \$25.00 REGISTRATION FEE PER ORGANIZATION.

MAKE CHECKS PAYABLE TO SCPTA

MAIL TO:  
ANGELA KNIGHT

1543 N. PEARSON  
SPRINGFIELD, Mo. 65802

OR RSVP EMAIL TO:  
ANGELA.KNIGHT@MCHSI.COM



DO YOU SERVE ON A  
PTA/PTSA, OR SCHOOL  
BOARD, COMMUNITY  
ORGANIZATION BOARD,  
CHURCH BOARD OR  
CITY COUNCIL?  
HAVE YOU PARTICIPATED  
IN A MEETING THAT DIDN'T  
RUN AS SMOOTHLY AS  
YOU'D LIKE?

OR WOULD YOU JUST LIKE  
TO LEARN HOW TO  
CONDUCT MEETINGS  
MORE EFFECTIVELY?

IF SO, THIS  
WORKSHOP IS FOR  
YOU!!!

EVERYONE IS  
WELCOME!!

## Effective Meetings Workshop

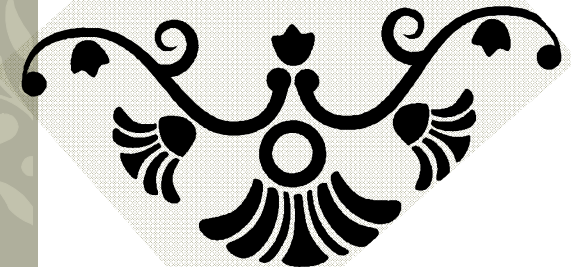
PRESENTED BY SPRINGFIELD  
COUNCIL OF PTAS

## PARLIAMENTARIAN POINTERS

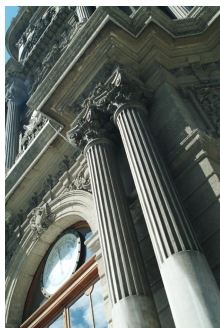
MAKING MEETINGS  
EFFECTIVE

ST JOHN'S "CHUB"  
CANCER CENTER  
AUDITORIUM  
2055 S FREMONT AVE  
SPRINGFIELD, MO  
65804

SATURDAY  
APRIL 9, 2011  
9 AM— NOON



# PARLIAMENTARIAN POINTERS



“WHERE THERE IS  
NO LAW AND  
EVERYONE DOES  
WHAT IS RIGHT IN  
HIS OWN EYES,

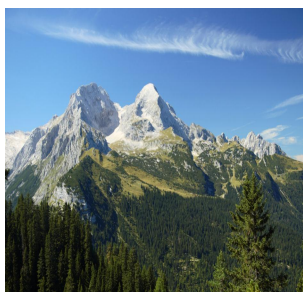
THERE IS THE LEAST OF REAL  
LIBERTY.”

~HENRY M. ROBERT

“Nobody trips over moun-  
tains. It is the small pebble that  
causes you to stumble. Pass all  
the pebbles in your path and you  
will find you have crossed the  
mountain.”

~Author

Unknown



WORKSHOP LEAD BY :  
LEONARD YOUNG—PROFESSIONAL  
REGISTERED PARLIAMENTARIAN  
AND MEMBER OF THE NATIONAL  
ASSOCIATION OF  
PARLIAMENTARIANS  
IN PARTNERSHIP WITH :

Springfield Council  
**PTA**<sup>®</sup>  
Organized 1913

## WORKSHOP SCHEDULE

8:30— 9:00— REGISTRATION  
9:00— 9:30— AGENDA PLANNING  
9:30— 10:00— HANDLING MOTIONS  
10:00—10:30— MINUTES  
10:30 -10:45 —BREAK  
10:45— 11:30- BYLAWS & RULES  
11:30—12:00— Q & A

## TOPICS TO BE DISCUSSED:

- MAKING A MOTION
- AMENDMENTS
- MINUTES
- BYLAWS & RULES
- AGENDA PLANNING
- PRESIDING
- Q & A



RSVP to Angela Knight at  
[angela.knight@mchsi.com](mailto:angela.knight@mchsi.com)  
By April 2,2011