

# Meeting Essentials



**Saturday, May 2, 2020 9:00 A.M. - 12:30 P.M.**

Louise Saks Parliamentary Unit (LSPU), a division of the National Association of Parliamentarians (NAP), offers this annual community workshop.

The following Professional Registered Parliamentarians (PRPs) will address topics necessary for holding successful meetings. Plan to benefit from their varied areas of expertise.

- Jewel Johnson Jones, PRP                      The Agenda: Tips and Guidelines
- Joyce Brown-Watkins, PRP                    Rights and Responsibilities of Members
- Julie Pioch, PRP                                Proficient Presiding

In addition to the three guest speakers, attendees will be able to ask questions of parliamentary experts about issues of concern to them. The 11th Edition of *Robert's Rules of Order Newly Revised (RONR)*, along with other educational materials, will be available for purchase on the day of the workshop.

Where:            First Presbyterian Church of Birmingham  
1669 W. Maple Road  
Birmingham, MI 48009  
(Free parking in back of church)

Fee:                \$20 by April 27nd; \$25 after April 27nd (and at door)  
\$5 student admission (no difference in price at door)

For more information contact Coco Siewert: [e.siewert@wayne.edu](mailto:e.siewert@wayne.edu) or call 248-642-7024.



## Registration Form

Please register for Workshop by Monday, April 27, 2020.

Make checks payable to: LSPU

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

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

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Organization: (if applicable) \_\_\_\_\_

Where did you learn about this Workshop? \_\_\_\_\_

Are you a full time student? \_\_\_\_ Where? \_\_\_\_\_

Mail registration form with check to: LSPU, P.O. Box 473, Birmingham, MI 48012