



## ***Better Meetings — Happier Members***

Free Virtual Workshop Presented by:  
The Michigan State Association of Parliamentarians

Tuesday, November 21, 2023  
7- 8 PM Eastern Standard Time  
Via Zoom

[Click Here for Online Registration](#)

### **Report Guidelines for Officers and Committees**

Presented by

**Jewel Johnson Jones, PRP**

**This workshop will address the following:**

- **Guidelines for preparing and presenting Officers and Committee Chairs organization reports**
- **Guidelines for preparing informational reports only and/or informational reports including recommendations calling for action**

**References are to *Robert's Rules of Order Newly Revised*, 12<sup>th</sup> Edition.**

A recording will be available to registrants on request for one month.  
Email [michiganparliamentarians@gmail.com](mailto:michiganparliamentarians@gmail.com) to receive the link to the recording.



**There is NO Registration fee.**

**This series is offered as a gift to Michiganders and others who prefer to attend meetings that are courteous and productive. Presenters are members of the Michigan State Association of Parliamentarians.**

**For additional information or questions** on registration, contact: Jacalyn Shelton Wallace, RP,  
Education Committee Chair at [jacwen26@gmail.com](mailto:jacwen26@gmail.com).