

## Parliamentary Procedure and Minute-Taking

October 7, 2015, 9 a.m. until 4:30 p.m.

Radisson Hotel Edmonton South, 4440 Gateway Blvd, Edmonton

The AMCA is pleased to welcome back parliamentarian Connie Deford for a one-day workshop focused on parliamentary procedure and minute-taking. Connie presented at our 2015 conference and we received a lot of requests to have her back for a more in-depth discussion. This is a great learning opportunity for anyone who is responsible for providing service to councils, boards, commissions and committees. To register, visit [www.albertamunicipalclerks.com/events](http://www.albertamunicipalclerks.com/events).

### Workshop Agenda

8 a.m. – 9 a.m. Registration and Hot Breakfast

9 a.m. - noon **Parliamentary Procedure**

- Motions: basic information on how to handle motions plus a review of the various types of motions and how to use them properly.
- Parliamentary knowledge: use your knowledge to strengthen the effectiveness of boards and council and increase efficiency and productivity in shortened meetings.
- Your questions answered! Connie will be there to answer your questions about particular situations you have encountered.

Noon – 12:30 Lunch provided

12:30 – 4:30 **Minute-Taking**

- Improve your skills in applying parliamentary procedure to take accurate and concise minutes.
- Increase your understanding about how to include various motions in your minutes.
- Learn to increase your minute-taking efficiency and productivity.

#### **Connie M. Deford, Professional Registered Parliamentarian**

Connie Deford is a retired city clerk who is currently the parliamentarian for the IIMC. She uses her real-life experiences to teach others about providing parliamentary procedure expertise at meetings of council and other boards and commissions. Connie offers training to municipal clerks so that they can help their own council, boards, and commissions run efficient meetings—expediting business, maintaining order, and ensuring justice for all participants. She will include specific techniques for handling parliamentary procedure during a council meeting. All training is focused on preparing the municipal clerk to serve as a resource for the governing body.