



Newly Elected Officials **TRAINING**

APR 5, 2017 • 10 am - 4 pm • Join LSC on APR 6th
Garden Hilton Hotel, Olympia • Free Registration

Robert's Rules: What you really need to know

This lively workshop takes a dull subject and makes it relevant and interesting for elected officials. We will hold a mock county council meeting filled with surprises. You will see how Robert's Rules of Order enables councils to hold efficient meetings and make excellent decisions.

We will cover:

- Who's in charge here anyway? Role and authority of chair and members
- Brief introduction to the system of motions in Robert's Rules
- The key guideline to holding better discussion at meetings
- Six types of unacceptable remark under Robert's Rules and dealing with disorder
- Best practices for taking public comment
- Role of citizen boards, commissions and committees
- Avoiding common mistakes when using Robert's Rules
- The right way to control a meeting

Feedback from earlier presentations of this workshop includes:

- What an amazingly fun way to learn what can be a dry and difficult subject!
- Best parliamentary procedure presentation I have ever attended. Very helpful and good confidence builder.

- Fun, fast-paced and relevant.
- Experience and humorous approach appreciated!
- Session was wonderful and full of very helpful information. I have a clearer understanding of the process.

Speaker

Ann Macfarlane is a former diplomat who served in Pakistan and on the Soviet desk of the U.S. State Department before becoming a Russian translator. Through her company, Jurassic Parliament, she offers training in leadership, meeting management and Robert's Rules of Order across the nation. With Andrew Estep she is the author of *Mastering Council Meetings: A guidebook for elected officials and local governments*.

Recent clients include:

- Pierce County
- Skagit County
- Spokane County
- Whatcom County
- National League of Cities
- Association of Washington Cities
- Many cities and special districts in Washington and Oregon