



Robert's Rules of Order Made Easy

A Special One-Day Robert's Rules of Orders Training Course For ANC Directors, Tribal, & City Council Members

This course is a fast paced, easy and practical way for directors and council members of ANCs, Tribes, and Cities to learn how to utilize Robert's Rules of Order to make board and council meetings highly productive, efficient, and rewarding. When properly used, Robert's Rules of Order enable board and council members to remain motivated, look forward to their meetings and get work done in no time! This course is designed to be a fast, easy, and practical way to learn how to apply Robert's Rules of Order.

In one day this course will:

- Teach you the "language" of meetings so you never feel lost again
- Help you master the 7 fundamental motions used in most board and council meetings so you can be a contributing member in every meeting
- Arm you with tips so you can communicate effectively
- Show you how to be an effective Chair and/or what to expect from the Chair so more work gets done faster

In addition the Course will provide attendees with the following **Proven Robert's Rules of Order Communication Tools** that enable them to strengthen their interpersonal communications; work with others more harmoniously; and become more proactive in recommending solutions to problems.

Communication Tools:

- A "*Driving the Language of Parliamentary Procedure*" Workbook.
- The Workbook's Answer Key
- A Robert's Rules Meeting Tip Sheet
- The "*Chair a Meeting with Confidence, Know What to Say When*" eBook
- "*The Easy and Effective way to Master Robert's Rules of Order*" DVD

CEOs, Executive Directors, Administrators, and staff are expected to find this course beneficial as well.



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Agenda

8:30 AM	Registration												
9:00 AM	Welcome and Introductions - Harvey A. Meier, Executive Director, IADE & ITCT												
9:15 AM	What to Expect During a Board & Council Meeting												
10:15 AM	BREAK												
10:45 AM	The Driving Language of Parliamentary Procedure												
	<table><tr><td>The Language</td><td>Roles & Responsibilities</td></tr><tr><td>Motions</td><td>Main Motion</td></tr><tr><td>Voting</td><td>Debating</td></tr><tr><td>Amendments</td><td>Amend the Amendment</td></tr><tr><td>Refer to Committee</td><td>Postponement</td></tr><tr><td>Lay on the Table</td><td>Previous Question</td></tr></table>	The Language	Roles & Responsibilities	Motions	Main Motion	Voting	Debating	Amendments	Amend the Amendment	Refer to Committee	Postponement	Lay on the Table	Previous Question
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	Roberts Rules of Order Made Easy Tip Sheet												
12:00 PM	Lunch												
1:00 PM	Communications: Hearing and Being Heard in Board & Council Meetings												
2:45 PM	BREAK												
3:00 PM	Annual Evaluation of Board and Council Meetings												
4:00 PM	Faculty Forum – Attendees are invited to ask questions about the topics presented including any other topics of interest												
4:30 PM	Adjourn												

Presented by

Institute for ANC Director Education® & Institute for Tribal Council Training

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