

DISTRICT 4 CONFERENCE SCHEDULE

Crowne Plaza Madison
May 5-7, 2017

Friday, May 5, 2017

9:00 a.m. – 10:00 a.m.	Public Leadership Seminar Registration Open*
10:00 a.m. – 12:00 p.m.	Public Leadership Seminar
12:00 p.m. – 1:30 p.m.	Lunch
4:00 p.m. – 8:00 p.m.	Spring Conference Registration Open
5:30 p.m. – 6:30 p.m.	WAP State Meeting & Election of Officers
6:30 p.m. – 8:30 p.m.	Dinner

Saturday, May 6, 2017

7:30 a.m. – 9:00 a.m.	Continental Breakfast, Registration, Sales Table
8:00 a.m. – 10:30 a.m.	Membership Exam (**pre-registered required)
9:00 a.m. – 10:15 a.m.	Opening Ceremonies & Workshop 1
10:30 a.m. – 11:30 a.m.	Workshop 2
12:00 p.m. – 1:15 p.m.	Lunch
1:30 p.m. – 3:00 p.m.	District Four Business Session
3:15 p.m. – 4:15 p.m.	Workshop 3
4:30 p.m. – 6:00 p.m.	District Four Meeting (if needed)
6:00 p.m. – 7:00 p.m.	Dinner in the City (not included in registration)
7:00 p.m. – 9:00 p.m.	Special Event – Dbl Decker Bus Tour of Madison

Sunday, May 7, 2017

7:00 a.m. – 7:45 a.m.	Worship & Memorial Service
7:45 a.m. – 8:45 a.m.	Buffet Breakfast
9:00 a.m. – 10:15 a.m.	Workshop 4
10:30 a.m. – 11:45 a.m.	Workshop 5
11:45 a.m. – 1:00 p.m.	Awards & Installation of Officers

Workshop Descriptions:

1. Robert and His Amazing Ranking Rules

Christina Emmert, RDH, RP

For a member to be effective in an assembly, they should know their rights as a member and the proper procedures for exercising those rights. Having knowledge of the thirteen ranking rules equips a member with the basic tools for successfully communicating in a deliberative assembly. These rules are amazing in a way a super hero is amazing, they can save the day and bring order to the chaos that can sometimes take over a meeting!

2. Strategies for Effective Meeting Management

Nancy Sylvester, MA, PRP, CPP-T

There is nothing more frustrating than sitting in a meeting where time isn't used wisely. To ensure that your meetings are as efficient and valuable as possible, this workshop provides you with tips for serving as a successful chair, from organizing your meetings by skillfully facilitating discussion to ensuring timely follow-through.

3. Bring 'em Back Alive!

Connie Deford, PRP

This workshop will take a very hands-on and participatory look at the motions that bring a question again before the assembly with emphasis on the vote requirements under specific circumstances for different types of deliberative assemblies.

4. Creating Constructive Committees

James "Jim" Jones, PRP, CPP-T

Committees are often described as the workhorses of an organization. When created correctly and with appropriate thought, committees can make a significant contribution to the overall efficiency of an organization. No matter what purpose it is meant to serve, committee work should not be taken lightly – either by the appointing leader or the volunteer. Participants will look at various ways to establish a well-functioning and productive committee.

Public Leadership Seminar combined with the **58th Annual Wisconsin Association of Parliamentarians Membership Convention**

The **Public Leadership Seminar** presented by the WAP Education Committee is for the public and everyone is invited to attend. It is especially helpful for members who serve on a board of directors, as well as individuals who hold the position of parliamentarian. If you plan to run for any leadership position in upcoming elections, then this is a great opportunity for tips and training. The seminar will cover the basics of parliamentary procedure and rules of order found in normal meetings of clubs and other organizations.

The membership exam will be available on Saturday morning. Please email Robert Schuck at: RobertSchuckRP@gmail.com by **April 15th if you are interested in taking the exam.