

2014 EDUCATIONAL INSTITUTE AND ANNUAL MEETING
Sponsored by the Nebraska State Association of Parliamentarians

Thursday - May 1, 2014

6:00 p.m. until 7:30 p.m.

Board dinner (local restaurant/across the parking lot from the hotel)

7:30 p.m. until 9:00 p.m.

Pre-meeting Board meeting (Choice Hotels meeting room)

Friday - May 2, 2014

8:00 a.m. Check in

8:30 a.m. until 8:45 a.m.

Opening Ceremonies; flag salute; national anthem (Bonita Dickinson)

Welcome/overview of the day's schedule (Bonita Dickinson)

8:45 a.m. until 9:15 a.m.

Sing-A-Long and Mixer (Lynna Gene Cook/Lori Bucholz)

9:15 a.m. until 9:45 a.m.

Getting ready for the meeting/agenda (Lynna Gene Cook/Bonita Dickinson)

9:45 a.m. until 10:30 a.m.

FBLA or FCCLA team judging and discussion (Sandy Olson)

10:30 a.m. until 10:45 a.m.

Break/Sales

10:45 until 11:45

Leadership/teamwork (Anita Wollenburg)

11:45 until 12:00 p.m.

Break/Sales

12:00 until 1:00 p.m.

Lunch

1:10 until 2:00 p.m.

Unit of Instruction

2:10 until 3:00 p.m.

Unit of Instruction

3:10 until 4:00 p.m.
Unit of Instruction

4:10 until 4:30 p.m.
End of annual educational institute
Evaluation and debriefing of the day; presentation of certificates

4:30 p.m. Membership Exam opportunity (Jan Falk)

4:30 until 5:00 p.m.
Social time/Sales
Reception for incoming officers

5:00 until 6:30 p.m.
Awards Banquet

6:45 p.m. until 9:00 p.m.
NSAP Annual Meeting

Saturday - May 3, 2014

8:00 a.m. Post-meeting Board meeting
Leadership and training for incoming officers and committee chairs and possibly committee members (Choice Hotels meeting room)

Units of Instruction

Six units will be offered. Participants will choose three units at the time of registration.

MOTIONS/AMENDMENTS (Lynna Gene Cook, PRP)

MINUTES/DUTY OF SECRETARY (Angela Reynolds, RP)

DEBATING/DECORUM (Bonita Dickinson)

ELECTRONIC MEETINGS - two sessions (Trevor Sorensen, RP)

CAREER INFORMATION OR ????? for high school students - one session

PRESIDING AT A MEETING (Sandy Olson, PRP)

BYLAWS (Karen Watson, PRP)

Costs

Registration: \$99 including breaks, lunch, and a copy of Roberts' Rules of Order Newly Revised In Brief Second Edition; full-time student fee \$49; participants will register via Southeast Community College; deadline April 25, 2014

Awards Banquet: \$25; participants will register via NSAP registration committee

COURSE TITLE

F to the 5th Power: e**FF**ective, e**FF**icient, and **F**air meetings

COURSE DESCRIPTION

Learn the secrets of e**FF**ective, e**FF**icient, and **F**air meetings. The workshop will focus on planning, implementing, and follow-up of meetings that are fun and fair to all participants. Sessions will include the methods of getting ready for a meeting as well as participation in a positive way for accomplishing personal goals along with the goals of the organization. The class will include emphasis on the duties of officers, bylaws, writing minutes, building an agenda, making motions, debating, and more. In today's business world, employees spend approximately 65% of their working time in meetings. This class will assist participants in good meeting management skills and give them opportunities to practice being a positive role model in work-related and other organization meetings. This class will be interactive with an emphasis on leadership enhancement.

DATE

May 2, 2014 - 8:30 until 4:30 p.m.

COST

*\$99 including breaks, lunch, and a copy of *Robert's Rules of Order Newly Revised In Brief Second Edition*; full-time student fee \$49

*Registration deadline April 25, 2014

LOCATION

Fellowship Community Church - 8451 Eagle Crest Road (86th and Holdrege) - Lincoln, Nebraska

CEU

One-half CEU

CONTACT HOURS

Five (5) Lecture/Classroom hours

INSTRUCTIONAL MATERIAL REQUIRED

Each participant will receive a copy of *Robert's Rules of Order Newly Revised In Brief Second Edition* with the registration fee.

OTHER RESOURCES

Other materials such as *Robert's Rules of Order Newly Revised (RONR) 11th edition* and books and pamphlets on all areas of parliamentary procedure will available for purchase.

SUPPLIES

Participants will be requested to bring a copy of *RONR 11th edition*, if they own one. Participants will need a method of taking notes and be prepared to receive handouts.

COURSE OBJECTIVES AND COMPETENCIES

The participant will be able to enumerate and practice through demonstrations the rights of members in an organization.

The participant will be able to state and demonstrate effective preparation for meetings.

The participant will be able to state and evaluate effective meeting management skills and lead others in their organizations to resources that could assist better organizational structure and continuity.

The participant will be able to state and evaluate the effective use of bylaws and other necessary rules of the organization.

An opportunity for participants to complete the National Association of Parliamentarians' (NAP) membership exam will be provided. Participants taking the exam will obtain a score of at least 85%. The 300 study questions can be downloaded for the internet.

All participants will complete an evaluation form stating what was learned from the workshop.

COURSE CONTENT/UNITS OF INSTRUCTION/TOPICS

- >Electronic meetings - proper methods prepare for and conduct an electronic meeting
- >Meeting minutes - the easy and complete method of writing effective minutes that specifies necessary items to include, proper formatting, and improper documentation
- >Officer duties - expectations of officers for a meeting as well as group management skills
- >Motions - the procedure of making and amending a motion
- >Competition - the tested methods of judging a youth team and also preparing a team for productive competition outcomes
- >Agenda - the tools for building an agenda for a meeting and preparing the membership for the meeting
- >Leadership - methods of becoming a leader in an organization without being an officer
- >Debate - some methods for effectively debating in a meeting so your opinion can be heard

SPECIFIC COURSE REQUIREMENTS

Participants shall be required to attend and participate in all sessions. Cell phones will be turned off or placed on vibrate.

ATTAINMENT OF LEARNING OUTCOMES

Participants may be requested to demonstrate correct meeting management skills by effectively practicing use of the information presented.

METHODS OF EVALUATION

All participants will complete an outcomes-based evaluation.

Some participants may choose to complete the NAP membership exam.

Fee \$75 Full-time student \$37.50

INSTRUCTORS

Lynna Gene Cook, Professional Registered Parliamentarian

Angela Reynolds, Registered Parliamentarian

Sandy Olson, Professional Registered Parliamentarian

Trevor Sorenson, Registered Parliamentarian

Karen Watson, Professional Registered Parliamentarian

Bonita Dickinson, NSAP President