

Colorado Association of Parliamentarians
2024 Annual Meeting and 20th Summer Institute

June 28-29, 2024

Note all times are in the Mountain Time Zone!

2024 Annual Meeting, Friday, June 28

Event Location: (On Zoom)

7:00 p.m. – 7:30 p.m. Annual Meeting Registration

7:30 p.m. -- 9:15 p.m. Annual Meeting & Elections

*A Zoom sign-in link will be sent when individuals register/RSVP.

20th Summer Institute, Saturday, June 29

Event Location: (In-person at

Castle Rock)

Philip S. Miller Event Hall A, Philip & Jerry Miller Library (Douglas County Libraries), 100 S. Wilcox Street, Castle Rock, CO 80104. Ph. (303) 791-7323. Park near the strip mall or in the garage on Wilcox.

COSTS TO ATTEND (Covers curriculum materials, food, beverages, and 4.0 CEUs)

NAP & CAP Member Pre-registration Fee due Friday, June 21: **\$75**

CAP & NAP Non-member Pre-registration Fee due Friday, June 21: **\$85**

*All Pre-registrations and Registrations *after* Friday, June 21, and *on-site* Saturday, June 29: **\$95**

Online Pre-registration Link and Pay Portal: www.coloradoparliamentarians.org

Box Lunch Sandwich choices: Select either Ham, Turkey, or Veggie.

20th Summer Institute Theme, Agenda, and Times for Saturday, June 29:

“Be FIT: Fair, In Order, and Terrific Meetings with Parliamentary Procedure!”

10:00 a.m. – 4:00 p.m. (4.0 hours of CEUs)

*Early Access, Library Room Set-up & Shut Down Times (9:00 – 10:00; 4:00 – 5:00)

9:30 a.m. – 10:00 a.m. SIGN-IN/Registration – Coffee, Tea, Juice, and Pastries.

10:00 a.m. – 11:00 a.m. Workshop I: “Getting Fit for Leadership: The Roles of Officers; Duties (DO-ties) and DO Not Tips” – *CAP President Gregory O. M. Carlson, MA, PRP*

11:00 am. – Noon. Workshop II: “The Role and Rights of the Parliamentarian” – *Donna J. Thompson, PRP*

Noon – 1:00 p.m. LUNCH (Social Hour) -- *Box Lunch furnished by KZ Catering*

1:00 p.m. – 2:00 p.m. Workshop IV: “Resolutions and Officer and Committee Reports” – *Susan Eads Role, JD, PRP, CP*

2:00 p.m. – 2:15 p.m. NAP Update from National Rep. – *NAP President Alison Wallis, Attorney at Law, PRP, CP-T*

2:15 p.m. – 2:30 p.m. Q&A with the National President

2:30 p.m. – 2:45 p.m. BREAK. Coffee, Tea, and Cookies.

2:45 p.m. – 3:45 p.m. Workshop III: “Pitfalls of Committees” – *NAP President Alison Wallis, PRP, Attorney at Law, CP-T*

3:45 p.m. – 4:00 p.m. Installation of CAP Officers for 2024-25 & Institute Closing. Please return your Conference Evaluations.

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NOTE: The 20th Summer Institute will be followed by an off-site Social and Dinner with Institute attendees and guests. The place in Castle Rock is TBD and announced at the event but will be within walking distance of the library in downtown Castle Rock. Anyone is welcome, and the costs will be their own.