

Florida State Association of PARLIAMENTARIANS



Cooking Up the Perfect Meeting Presented by ***Barbara Proctor, PRP***

Become a master chef of meetings! Follow a step-by-step recipe to build a complete agenda. Discover the ingredients of a well-run meeting, then build the agenda step by step, and serve up the perfect presiding script every time.



What's the Point of Order? Presented by ***Sarah Russell, RP***

Point of Order is a crucial tool in parliamentary procedure, used to maintain decorum, ensure proper conduct, and enforce the rules of a meeting. Explore how to raise and point of order and then what happens after that.



The Heart of the Organization: The Role of the Secretary

Presented by Deborah Underwood, PRP

You might think all a secretary has to do is take the minutes. Not so fast! Find out how the secretary impacts the organization in more ways than one in this dynamic workshop.



Let's Rewind: Understanding Motions that Bring a Question Again Before the Assembly

Presented by Donna Mitchell, PRP

Changing your mind about a motion that has been disposed of is an inalienable right. Have you ever wondered how this can be accomplished? This interactive workshop will provide examples and share the special procedures on how to deal with such situations in meetings.



Creating and Filling a Blank Presented by ***Eleanor "Coco" Siewert, PRP***

The procedure of creating and filling a blank is closely related to a form of amendment. In this interactive workshop, we will explore the details of how to make the motion to create a blank and how to process the suggestions to fill the blank.