



Fundamental Rules of Parliamentary Procedures based on Robert's Rules of Order Latest Edition

Parliamentary Procedures and its Rules are one of the most basic fundamental requirements needed when participating in a meeting. Regardless of the type of meeting – Council, Board, Committee, Sports organization, etc. – participants expect to have the meeting properly led with business conducted to a satisfactory outcome. While we all expect meeting procedures to be well orchestrated, oftentimes we leave a meeting feeling frustrated and without a clear sense of outcomes or direction. This may be due to a lack of knowledge for proper meeting procedures and rules surrounding effective actions.

Parliamentary Procedures although basic in nature, provide key guidelines around what should be done in meetings and ways in which you can help your meeting Chair and Members to properly manoeuvre the many decisions that need to be made. This workshop will explore the various motions and how best to use them within meeting procedures.

Learning Objectives

- Understand meeting best practices and the most up-to-date Robert's Rules of Order
- Know the difference between standing rules vs. administrative rules
- Know how to handle motions and understand the basic steps for the consideration of Main motions vs. other motions
- Know the meaning behind various motions and how to apply them
- Know the difference between privileged motions vs. incidental motions
- Know how to apply the motion of reconsideration vs. a motion to amend a motion previously adopted
- Identify various motions and their functions
- Develop your leadership skills in chairing and managing an effective meeting

This Training is Ideal for:

- Individuals required to Chair or lead a meeting
- Individuals required to assist the Chair and its Members
- Elected officials
- Municipal clerks
- Board secretaries
- Committee recording secretaries
- Senior management
- Administrative staff
- Individuals interested in furthering their knowledge and skills surrounding the governance of meetings

More Information?

Contact Jeanne Moon, Coordinator Programs & Services, for further details or questions:
jmoon@amcto.com / (905) 602-4294 ext. 222

If you are interested in booking this Corporate Training Workshop, please [click here](#) to submit a request through our online booking system.