

SPREADING THE WORD AROUND TEXAS (SWAT):

One-Day Parliamentary Procedure Institutes

Using Robert's Rules of Order Newly Revised to
Enhance Meeting Efficiency and Eliminate Confusion



Extension Committee

The Texas State Association of Parliamentarians is committed to working with organizations and individuals to educate them on fair, efficient and effective meeting procedures.

Institutes Planned for Four (4) Texas Cities

Institute Topics

- **Parliamentary Myths & Misconceptions (Receive interesting pre-questions after you register!)**
- **Bylaws, Standing & Special Rules and Amending Process**
 - **Order of Business, Agenda & Minutes**
 - **Transacting Business Through Main Motions**
 - **Rank & Precedence of Motions**
- **The Most Commonly Used Motions —Amend, Refer, Close Debate, Reconsider, Point of Order, Appeal, etc.**
 - **Nominations & Elections**
- **Presiding Skills for Efficient, Effective Meetings**
 - **Handling Disruptive Members**
- **Further Study — How to Become a Member**

WHO SHOULD ATTEND?

- Local Government & Civic Organizations
- Churches
- Greek Letter Organizations
- Special Interest Organizations
- Homeowners Associations
- Political Parties
- Collegiate & School Student Councils
- Foundations
- Teachers and Sponsors of Youth Groups
- Other Organizations
- HOSA, FBLA, BPA, FFA, FCCLA, Skills USA
- Individuals

THE FOUR CITIES

Brownsville-Harlingen-McAllen

Saturday, September 26, 2009
Hampton Inn & Suites
1202 Ed Carey Drive
Harlingen, Texas 78550
8:30 a.m. — 2:30 p.m.

Galveston-Bay Area

Saturday, October 24, 2009
Hilton Galveston Island Resort
400 Seawall Boulevard
Galveston, Texas 77551
8:30 a.m. — 2:30 p.m.

Corpus Christi

Saturday, February 27, 2010
Hilton Garden Inn
6717 South Padre Island Drive
Corpus Christi, Texas 78412
8:30 a.m. — 2:30 p.m.

Tyler-Longview

Saturday, March 27, 2010
Holiday Inn Select
6701 South Broadway
Tyler, Texas 75703
8:30 a.m. — 2:30 p.m.

Workshop Day Activities

Demonstrations
Role Play
Class Participation
Questions & Answers
Small Group Activities
Humor
Educational Materials
Available for Purchase
Take Membership
Exam, If Desired

**Texas State Association of
Parliamentarians**

www.parliamentarians.org/tx/

The Texas State Association of Parliamentarians (TSAP) is a constituent division of the National Association of Parliamentarians (NAP). NAP, organized in 1930, is the oldest and largest professional non-profit association of parliamentarians in the world. NAP is divided into eight districts; TSAP is in District 6. The Texas State Association of Parliamentarians is dedicated to the study, teaching, and promotion of the principles of parliamentary procedure.

LEAD INSTITUTE PRESENTER

Dennis Clark, RP, has been a Registered Parliamentarian with the National Association of Parliamentarians since 1977. He is one of the most experienced parliamentarians in the State of Texas. He is a past State President of the Texas State Association of Parliamentarians. Dennis is currently serving as President of a local parliamentary study group and is Parliamentarian for TSAP. Dennis has spoken to hundreds of groups on meeting efficiency, conflict resolution, advanced parliamentary procedure and other topics.



Dennis Clark, RP
TSAP Parliamentarian

INSTITUTE PRESENTER

Richard Hayes, PRP, is a partner in the law firm of Hayes, Berry, White and Vanzant, L.L.P. He is a Professional Registered Parliamentarian and has served TSAP as Treasurer. He coaches Denton High School's Health Occupations Student Association Parliamentary Procedure team that won second in 2005 and first in 2006 at State and was National Champion in 2008. Richard's list of other organizational experiences exhibits and demonstrates parliamentary expertise and service. Richard holds a master's and bachelor's degree in business administration and has a law degree.



Richard Hayes, Esq., PRP
TSAP 3rd Vice President

INSTITUTE PRESENTER

Kirk Overbey, PRP, is President of the Texas State Association of Parliamentarians. He has been a Professional Registered Parliamentarian since 1995, serving a variety of clients including the Texas State Board of Education, the North American Peruvian Horse Association, the Texas Republican Committee, the Texas Music Educators Association and others. He was voted TSAP Parliamentarian of the Year in 2002. Kirk serves on the Educational Resources Committee of the National Association of Parliamentarians. He has bachelors and masters degrees in mechanical engineering and an M.B.A.



Kirk Overbey, PRP
TSAP President



INSTITUTE CONTACT:
Lucy Hicks Anderson, PRP
TSAP 1st Vice President

INSTITUTE PRESENTER

Lucy Hicks Anderson, PRP, serves as 1st Vice President and Chair of the Extension Committee of TSAP. She has served as workshop presenter for TSAP and the National Leadership Fellows Program sponsored by Alpha Kappa Alpha Sorority, Inc. and GE. She is a Professional Registered Parliamentarian serving Galveston and Bay Area homeowners associations and a variety of civic organizations and churches. Lucy holds a masters degree in chemistry and an M.B.A. She is Managing Director of Lucy Hicks Anderson & Associates, LLC. E-Mail: LucyHicks@aol.com. Phone: 281-433-2111.

After the Workshop

1. Stick around for specific information. Institute presenters will provide exam aids, acronyms and explanations to help persons improve their score on the National Association of Parliamentarians (NAP) membership Exam.
2. The NAP membership exam will be administered immediately after the institute and the in-dept exam study .
3. Educational materials will be available for purchase. A variety of books and other parliamentary aids, not available in bookstores, will be on sale from \$3—\$60.

Clip and return payment and the completed form below to:

Ms. Johnnie Brown-Swift • TSAP Treasurer • 11826 Kirby Hill Court • Cypress TX 77433 • E-Mail: jrbrown_jrswift@yahoo.com • Phone: 281-758-2103

REGISTRATION FORM

Name _____ E-Mail ID _____

Address _____ Daytime Phone _____ - _____ - _____

City _____ State _____ Zip Code _____ Evening Phone _____ - _____ - _____

Organization _____ Office Held, if any _____

Make Payable to: TSAP or Texas State Association of Parliamentarians

The National Association of Parliamentarians Membership Exam will be administered after the institute. ____ (✓) Sign me up. Additional \$70.00 is enclosed. (Membership exam is optional.)

IMPORTANT — (✓) Check the location below.

Enclosed \$35.00
Brownsville-Harlingen-McAllen
Saturday, September 26, 2009
Hampton Inn & Suites: 1202 Ed Carey Drive
Harlingen, Texas 78550
Registration Deadline: September 11, 2009

Enclosed \$40.00
Galveston-Bay Area
Saturday, October 24, 2009
Hilton Galveston Island Resort: 400 Seawall Blvd.
Galveston, Texas 77551
Registration Deadline: October 15, 2009

Enclosed \$40.00
Corpus Christi
Saturday, February 27, 2010
Hilton Garden Inn: 6717 South Padre Island Drive
Corpus Christi, Texas 78412
Registration Deadline: February 12, 2010

Enclosed \$40.00
Tyler-Longview
Saturday, March 27, 2010
Holiday Inn Select: 6701 South Broadway
Tyler, Texas 75703
Registration Deadline: March 12, 2010

Lunch is included in the registration fee.