

# MEETING MAGIC!

Provided by: California Escondido Parliamentarians Unit,  
a Unit of the National Association of Parliamentarians ®



## SATURDAY, APRIL 18, 2020

### FREE Public Workshop\*

**Beneficial for Members & Officers of any organization.**

**\*Meeting procedures by "*Robert's Rules of Order Newly Revised*"**

Workshop: 9:00a.m. to 12:30p.m. Registration: 8:30a.m.

### House of Pacific Relations - Hall of Nations

2191 Pan American Road W, San Diego, CA 92101  
(Near International Cottages in Balboa Park)

### Workshop Topics:

- Meeting Management
    - Learn techniques to manage and conduct meetings efficiently.
  - Bylaws Amendment
    - Learn process of changing a provision in the group's Bylaws.
  - Minutes' of a Meeting
    - Learn proper preparation and recording of what is done at a meeting, to include the needed information in the Minutes document.
- All attendees will receive handouts of presenter's information.

### For more information contact:

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