



Legal Education
Society of Alberta

presents:

Minute Taking Standards & Robert's Rules of Order

Register for
both programs
and receive a
\$100 discount!

SPECIALIZED PROGRAMS



Minute Taking Standards and Robert's Rules of Order are must-attend seminars for anyone who regularly attends meetings. Whether you chair meetings, take the minutes or just need a better understanding of Robert's Rules of Order and how to take "reader-friendly" minutes, you will benefit from attending these two one-day seminars.



Minute Taking Standards

Registration includes a copy of Eli Mina's book *Mina's Guide to Minute Taking*.

EDMONTON

May 20, 2014
Westin Edmonton
10135 - 100 Street NW

CALGARY

May 22, 2014
Glenmore Inn
2720 Glenmore Trail SE

9:00 AM - 4:00 PM

INSTRUCTOR

Eli Mina, MSc, PRP

COURSE DESCRIPTION

Minute taking can be complex, tricky, and challenging. Minute takers are often expected to take concise and coherent minutes from poorly run meetings. Some are directed to take minutes without established standards and without knowledge of the issues at hand. In this one-day workshop, learn to take minutes with ease and confidence, and build rapport with your chair and group.

Topics include:

- Minute taker's dos and don'ts, and "survival tips"
- Ten key principles for minute taking
- Anecdotal, decision-only, and verbatim minutes
- Making minutes "reader-friendly" (format ideas)
- Taking minutes at informal and formal meetings
- Recording motions, amendments, and other actions
- De-personalizing the minutes
- Minutes approval process and its impact
- Impact of freedom of information and privacy issues
- Establishing your role and building rapport with the chair and your group
- Analysis of excerpts from minutes

WHO SHOULD ATTEND

Anyone responsible for or interested in taking minutes of corporate or volunteer organization meetings.

Robert's Rules Of Order

Registration includes a copy of the book *Robert's Rules of Order*.

EDMONTON

May 21, 2014
Westin Edmonton
10135 - 100 Street NW

9:00 AM - 4:00 PM

CALGARY

May 23, 2014
Glenmore Inn
2720 Glenmore Trail SE

INSTRUCTOR

Eli Mina, MSc, PRP

COURSE DESCRIPTION

This workshop examines the application of parliamentary procedure and Robert's Rules of Order in meetings. You will gain an understanding of the rules and the principles that they are intended to uphold. As a result of this workshop, you will be better able to advise your clients on the correct but also practical application of rules in meetings, to facilitate progressive and effective decision making.

Topics include:

- Underlying principles of Parliamentary Procedure
- When motions are needed and when they are not; unanimous consent procedure
- Hierarchy of governing documents: legislation, bylaws, parliamentary authority
- Quorum, majority, tie votes, abstentions, proxies, conflict of interest procedure
- Chair's debating and voting rights
- Open and closed ("in-camera") meetings
- Rules of debate, closing debate ("Calling the question")
- Handling Main Motions and amendments and more

WHO SHOULD ATTEND

Anyone who sits on a board or committee who wants to gain a better understanding of meeting procedures.

REGISTRATION FORM
LESA.org

Please
check all
those that
apply

- Minute Taking Standards EDMONTON May 20, 2014
- Minute Taking Standards CALGARY May 22, 2014
- EARLY BIRD! On or before April 15, 2014 \$355 + GST (Lunch is included)
- REGULAR: \$395 + GST (Lunch is included)
- Robert's Rules of Order EDMONTON May 21, 2014
- Robert's Rules of Order CALGARY May 23, 2014
- EARLY BIRD! On or before April 15, 2014 \$355 + GST (Lunch is included.)
- REGULAR: \$395 + GST (Lunch is included.)
- Register for both seminars and save \$100.

LESA offers a range of Access Bursaries on select programs.

- I live more than 125km (one way) driving distance (25% reduction in fees)*
- I live more than 250km (one way) driving distance (50% reduction in fees)*
- I am a law student or student-at-law (25% reduction in fees)

* From nearest seminar site as set out in Appendix II of the legal aid tariff. Remit fees where applicable.

REGISTRANT & PAYMENT INFORMATION

NAME: _____

NAME FOR TAG: _____

FIRM: _____

EMAIL: _____

PRACTICE AREA(S): _____

ADDRESS: _____

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TELEPHONE: _____

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MAIL: Legal Education Society of Alberta 2610, 10104 - 103 Avenue Edmonton, Alberta T5J 0H8 FAX: 780.425.0885

PHONE: 780.420.1987, Toll Free Within Alberta 1.800.282.3900 ONLINE: LESA.org EMAIL: lesa@lesa.org

CANCELLATIONS: Registration fees, less a \$50.00 administration fee, will be refunded for cancellations received in writing at least (3) full business days prior to the seminar. Refunds cannot be given after that date, however, seminar materials, if any, will be forwarded. Registrant substitution is permitted at all times.

LESA Privacy Policy can be found online at LESA.org
GST REGISTRATION NUMBER: R122368533

MT: 31919 RR: 31920



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