

2009 Registration Form

Parliamentary Procedure

Please print the information requested. You may copy this form as needed.

Nickname or Badge Name

Name

Position/Title

Municipality and County

Address

City State Zip Code

Daytime Telephone No. Fax

*Evening Telephone No.

E-mail

Accessibility & Other Needs

Is Registrant a Municipal Official? Yes No

*For contact regarding course cancellations that may occur after business hours.

Workshop Location:

Please be sure to mark the workshop you wish to attend.

December 3/ Cumberland County

Registration Fee:

(includes tuition, materials and break)

\$50

Register Online at www.psats.org
or send registration and fee
(checks made payable to PSATS) to:
**The Pennsylvania State Association
of Township Supervisors**
4855 Woodland Drive
Enola, PA 17025



Pennsylvania State Association of
Township Supervisors
4855 Woodland Drive
Enola, PA 17025



RETURN SERVICE REQUESTED



Parliamentary Procedure

December 3, 2009

CUMBERLAND COUNTY

Parliamentary Procedure

This workshop has been developed to provide a basic understanding of parliamentary procedures for appointed and elected officials who have no experience with parliamentary procedure, for those who are just beginning to learn parliamentary procedure basics, and for those who are seeking a refresher on the topic.

Procedural rules related to the conduct of official meetings of municipalities will be discussed during an interactive session lasting three hours. This workshop will differ in subject content from formal Roberts Rules of Order, which is designed for large assemblies such as the PA General Assembly.

Instructors

- **Jim Lombardo**, Senior Adviser
PA State Association of Township Supervisors
- **Tom Wenger**, Solicitor
PA State Association of Township Supervisors

Outline

This class will discuss procedures normally included in the business of municipal meetings such as:

- **Procedures For Opening And Closing Meetings**
 - Agenda
 - Quorum
 - Sunshine Law
- **Procedures For Routine Business Such As Readings Of Minutes And Treasurers And Other Reports**
 - Consent Agenda
 - Minutes—To read or not to read
 - Committee Reports
- **Procedures To Hear Public Comment**
 - Policy
- **Procedures To Bring Issues To Floor**
 - Motion

Date & Location

If you need directions to the workshop location, please visit the facility's Web site or call the facility at the telephone number listed below.

- **December 3, 2009 (Thurs.)**
CUMBERLAND COUNTY
PSATS Training Center
4855 Woodland Drive
Enola, PA 17025
717-763-0930
www.psats.org

- **Procedures To Dispose Of Issues Brought To Floor**
 - Resolution
 - Ordinance
 - **Procedures To Debate Issues**
 - Chair presides
 - Rules of debate
 - **Voting**
 - Abstention
 - Recording of Vote
 - Tie votes
 - **Procedures To Comply With Open Meetings Laws**
 - Written Procedures
- Minimum vs. Maximum process

Who Should Attend

This seminar has been developed for all municipal officials and staff.

Course Schedule

- **8:30 a.m.** Registration
- **9:00 a.m.** Program Begins
- **12:00 p.m.** Adjourn

Registration Information

The registration fee for this workshop is \$50 per person, which includes tuition, materials and break.

To register, complete the form and return it to the Pennsylvania State Association of Township Supervisors (PSATS). Please be sure to indicate which session you plan to attend. Registration checks should be made payable to 'PSATS' and mailed along with the registration form to:

PSATS
4855 Woodland Drive • Enola, PA 17025
Fax: (717) 763-9732

You may also register online at www.psats.org. Registrations will be accepted on a first-come, first-served basis. Please register at least two weeks prior to the session. Because material is shipped to the training facility before the session, we cannot guarantee that your name will appear on the registration list if you register within three days of the session. To verify registration or for more information, please call (717) 763-0930. For information on additional workshops, please visit our training calendar at www.psats.org.

Walk-in Registrations

Pre-registration is strongly recommended. Walk-ins are accepted on a space-available basis. Please note there are times when a session is cancelled or rescheduled. Registered attendees will be notified of schedule changes prior to the session. Call (717) 763-0930 or visit www.psats.org prior to the session to verify the correct date, time and location. Substitutions are permitted without notice.

Cancellations

Cancellations received less than 10 working days before the session are subject to a \$15 penalty. Those received within 48 hours of the session forfeit the full registration fee.

Accessibility & Other Needs

All workshops will be held at ADA-accessible locations. Please use the "accessibility needs" line to indicate alternate format, sign language requirements, or any other needs you might have.

Inclement Weather

We will do everything possible to hold all scheduled classes. In the event of inclement weather at a specific location, please verify that the course is taking place by calling PSATS at (717) 763-0930. If calling outside of normal business hours, enter extension 166. Course cancellations are updated by 7:00 a.m. on the day of a workshop. If the course is cancelled due to weather, we will notify you as soon as possible to alert you of the rescheduled date.

This Project was financed by a grant from the Commonwealth of Pennsylvania, Department of Community and Economic Development.