



**MAKING  
MEETINGS  
RUN  
SMOOTHLY**

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## **“The Basics” Course Outline**

**Summary:** “The Basics” is an introductory course on parliamentary procedure.

**Objective:** The objective of this Educational Program is to give participants the ability and confidence to take part in a meeting and to understand and exercise their rights as members.

**Level:** This Educational Program is appropriate for individuals who have no familiarity with parliamentary procedure as well as those who want a thorough refresher on proper procedure.

**Process:** Participants engage in interactive training and simulated meeting situations to learn in a hands-on environment.

**Questions and Answers:** Questions are encouraged throughout the seminar, to allow participants to learn at their own pace and to provide real-world solutions to problems and concerns that are of particular interest to the participants.

**Content:** While the exact content of the course may be adjusted to better suit the needs of the organization, the standard headings covered are listed below:

- What is Parliamentary Law?
- What is the Purpose of a Meeting?
- The Role of the Chairman
- What Rights do Members Have?
- What is an Order of Business?
- Seven Things You Need to Know How to Say
- Making Motions
- Debate
- Amending Motions
- Voting

**Course Time:** 3 to 4 hours.