



SCHOOL OF LABOR
MANAGEMENT RELATIONS

LOCATION

RCAB PASTORAL CENTER
66 BROOKS DRIVE
BRAINTREE, MA 02184
Free Parking in Building Lot

LABOR GUILD WORKSHOPS: Parliamentary Procedures
Presented by Patti Legault-Frank

Wednesday, May 17, 9:30 am - 2 pm: Meeting Procedures

Wednesday, May 24, 9:30 am - 2 pm: Bylaws Review



Meeting chairs: wouldn't you like to glide through problems at union meetings maintaining that political image of being **informed, in control, strong, and fair**? Members: wouldn't you like to feel more comfortable **making motions, debating the issues, and being more involved** in the process? Come to the **Meeting Procedures Workshop!**

In the **Bylaws Review Workshop**, we will review the **importance and function of bylaws in union democracy**. You will learn to understand and evaluate your union bylaws and work with them in relation to the union's policies and procedures. Finally, we will spend some time on union elections in accordance with the Landrum-Griffin Act and any other governance issues that may interest you.

After each program's 2 pm wrap-up, attendees can review specific items with Patti in an informal Q&A session.

***Patricia Legault-Frank** has been a consulting Parliamentarian and Governance Specialist since 1981. She is a member of the National Association of Parliamentarians. Her expertise has been sought by many organizations, including national, state, and local unions; credit unions; school committees; professional organizations; attorneys; universities; social organizations.*

Who should attend?

This program is designed for union members, officers, organizers, and anyone looking to improve their skills in these areas.

Meeting Procedures Workshop

TOPICS COVERED WILL INCLUDE:

- Basic Meeting Procedure using Robert's Rules
- Your Organization or Union's Standing Rules
- The Role of the Chair
- Member Participation

Bylaws Workshop

TOPICS COVERED WILL INCLUDE:

- The importance of bylaws in union democracy
- Evaluating your union bylaws
- Where Policies and Procedures fit in
- The work of your Bylaws Committee
- The review and amendment process
- Robert's on formal interpretations – when/how/by whom

Register online

laborguild.com/forum

Questions?

Contact us at

office@laborguild.com

(781) 340-7887

Registration: Join us for one or both of the workshops! Tuition is only \$69, \$100 for both.

First Name / Last Name

Organization

Title

Mailing Address

City

State

Zip

Email

Phone

Make checks payable to: The Labor Guild, 66 Brooks Drive, Braintree, MA 02184