



## *American Institute of Parliamentarians*

550M Ritchie Highway, #271, Severna Park, MD 21146-2953  
Phone: 888.664.0428 • Fax: 410.544.4640  
Websites : <http://www.AIPparl.org> <http://www.snapmeetings.com>

---

### WORKSHOP

MONTGOMERY, ALABAMA

Saturday February 6, 2010

8:15 a.m. – 8:45 a.m.	<b>REGISTRATION</b>
8:45 a.m. – 8:55 a.m.	Welcome and Introductions
8:55 a.m. – 10:00 a.m.	Order of Business Agenda
10:00 a.m. – 10:15 a.m.	<b>BREAK</b>
10:15 a.m. – 11:30 a.m.	Rights and Responsibilities of Members
11:30 a.m. – 12:30 p.m.	<b>LUNCH</b>
12:30 p.m. – 1:30 p.m.	Making & Handling a Motion
1:30 p.m. – 1:45 p.m.	<b>BREAK</b>
1:45 p.m. – 2:45 p.m.	Duties of Officers & Committees
2:45 p.m. – 3:45 p.m.	The Presiding Officer Effective Meetings
3:45 p.m. – 4:00 p.m.	<b>QUESTIONS AND ANSWERS</b>

American Institute of Parliamentarians books may be purchased during breaks and at the end of the session.

*SAVE THE DATE*

*Practicum ★ June 3 - June 6, 2010*

*AIP Annual Session - Ontario Doubletree Hotel - Ontario, California – July 15 - 17, 2010*