



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 16, 9:30 am - 2 pm: Meeting Procedures**

**Wednesday, May 23, 9:30 am - 2 pm: Bylaws - Recording Secretary Duties**



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 Recording Secretary Duties Workshop**, we will review the **importance of bylaws to union democracy**. You will learn to understand your union bylaws and how they affect policy and procedure. **We will also review the secretary's duties**, which center on keeping track of proceedings at meetings and events. Next to the chairperson, the secretary could be considered the most critical role on the board.

**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 and Recording Secretary Workshop**

**TOPICS COVERED WILL INCLUDE:**

- The importance of bylaws in union democracy
- Evaluating your union bylaws
- Where Policies and Procedures fit in
- Recording meeting minutes
- Record keeping oversight
- Meeting planning

**Register online**

[laborguild.com/forum](http://laborguild.com/forum)

**Questions?**

Contact us at

[office@laborguild.com](mailto: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
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Mailing Address		
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City	State	Zip
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Make checks payable to: The Labor Guild, 66 Brooks Drive, Braintree, MA 02184