



PROFESSIONAL DEVELOPMENT SEMINARS

REGISTRATION FORM

Conducting Meeting using Rules of Order 23 April 2019

6:30 p.m. Registration *Seminar* - 7 - 9 p.m.

Future Inns Halifax Hotel & Conference Centre 30 Fairfax Dr, Halifax

The main purpose of any AGM is to conduct business. In a condominium corporation business must be done in a democratic way where all owners are heard and respected. This requires a process and rules just as in any governing organization. The seminar will discuss how to conduct business at a meeting using Rules of Order. The group will be introduced to the most common rules that allow meetings to proceed efficiently. Discussion will revolve around establishing quorum, opening meetings, typical agendas including approving minutes, giving reports, old and new business, as well as executing elections. Discussion will centre on the making of motions, amending and voting on motions. Included will be a discussion on the taking of minutes and adjourning a session. The presenter is well versed in using Rules of Order having been a President of the Mess Committee (military), a Distinguished Toastmaster, and President of a BOD for an HCCC. He has given seminars on Robert's Rules of Order to International Grad Students in the Saint Mary's University Grad Program.

Presenter Michael Kennedy CCI Board Director

Registration Fee: CCI Members-\$50 per person for the first registrant from a member and \$30 per person for each additional registrant from the same member. Non Members-\$100 per person

Contact Name: _____ **Condo Corp/Company** _____

Telephone: _____ **Email** _____

Please register the following:

Name 1: _____ **\$** _____

Name 2: _____ **\$** _____

Name 3: _____ **\$** _____

Enclosed is a cheque for a total of \$ _____ for registration of above named persons
Make cheque payable to CCI Nova Scotia Chapter

CCI NS Chapter ; #3 – 644 Portland Street, Suite 135; Dartmouth, NS, B2W 2M3
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