

# CCM Municipal Leader Training

Visit [www.ccm-ct.org/education](http://www.ccm-ct.org/education) for the latest updates

January 23	<b>READY TO LEAD:</b> <i>Critical Tools for Newly Elected Local Legislators</i> Southbury
January 30	<b>READY TO LEAD:</b> <i>Critical Tools for Newly Elected Local Legislators</i> New Britain
February 3	<b>Municipal Officials' Guide To Human Resources</b> <i>Presented by ConnPELRA</i> Meriden
February 5	<b>So Now You're a Municipal Attorney</b> In association with CAMA Berlin
February 6	<b>FOIA – What Board, Commission, &amp; Committee Members Must Know</b> Middletown
February 17	<b>Protect Your Wetlands and Water Quality:</b> <i>Making the Best Land Use Decisions</i> Glastonbury
February 20	<b>Municipal Meetings:</b> <i>Understanding Parliamentary Procedures</i> East Hartford
February 27	<b>Ethics, Accountability and Conflicts of Interest</b> Monroe
March 11	<b>Municipal Meetings:</b> <i>Understanding Parliamentary Procedures</i> Manchester
March 16	<b>FOIA – What Board, Commission, &amp; Committee Members Must Know</b> Farmington
March 23	<b>Brownfield Remediation &amp; Redevelopment:</b> <i>How Has the Landscape Changed?</i> Milford
March 24	<b>The Freedom of Information Act</b> <i>What Police &amp; Fire Depts. Must Know</i> Cromwell

*This calendar subject to change.*

#### Cancellation Policy:

Please notify us within 24 hours prior to the workshop if you cannot attend, or a cancellation fee of \$10 will be incurred. No Shows will also be billed at \$10 per person. Substitutions are always acceptable.



THE VOICE OF LOCAL GOVERNMENT

900 Chapel Street, 9th Floor  
New Haven, CT 06510-2807

## Municipal Meetings: Understanding Parliamentary Procedure

Conducting Public Business

# Municipal Meetings: Understanding Parliamentary Procedure



**FREE to  
CCM  
Members**

**Saturday, February 20, 2010**

9:30 a.m. – 12:30 p.m.

East Hartford Community Cultural Center  
East Hartford, CT

or

**Thursday, March 11, 2010**

6:00 p.m. – 9:00 p.m.

Lincoln Center  
Manchester, CT



CONNECTICUT  
CONFERENCE OF  
MUNICIPALITIES

Municipal Leader Training

THE VOICE OF LOCAL GOVERNMENT

# Registration

## Municipal Meetings Understanding Parliamentary Procedures

Saturday, February 20, 2010 9:30 a.m. – 12:30 p.m.  
East Hartford, CT

or

Thursday, March 11, 2010 6:00 p.m. – 9:00 p.m.  
Manchester, CT

Please make a copy of this form and fill in completely for each person attending.

**Seating Limited.  
Register Early!**

Name \_\_\_\_\_

Title \_\_\_\_\_

Municipality \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

### Registration Fee (per attendee)

CCM Member Town/City ..... **NO CHARGE**  
Non-Member ..... \$120

### Payment for Non-Members:

Check enclosed (payable to CCM)    **Credit Card:**  
 MasterCard    VISA    Discover    AMEX

Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Signature \_\_\_\_\_

**Driving Directions will be e-mailed with your registration confirmation**

# Program Overview

This workshop will help bring order to your public meetings.

### Learn keys to successful meetings:

- Legal requirements
- 8 Steps to Motions
- Roberts Rules of Order
- Managing debate
- Practical steps to meeting management

Be certain all elected and appointed officials know the nuts & bolts of effective public meetings.



### 5 Ways to Register:

**Online:** www.ccm-ct.org  
**E-mail:** ccmtraining@ccm-ct.org  
**Phone:** CCM Training Hotline 203-498-3018  
**Fax:** 203-497-2477  
**Mail:** CCM, 900 Chapel Street, 9th Floor, New Haven, CT 06510

# Learning Objectives

### Effective Meetings

- Overview of legal requirements for public meetings
- How to write an agenda
- Role of the presiding officer
- Audience of citizens
- How to properly call a meeting to order
- Conducting the meeting and managing the agenda
- Tips for maintaining order and public decorum

### Robert's Rules of Order

- The easy, logical, and practical way to run a meeting
- Making motions and amendments, and how to consider actions
- Rules for Debate
- Definition of parliamentary terms

# Who Should Attend?

- Mayors/First Selectmen
- Town/City Managers
- Board, Commission, and Committee Members
- Town Clerks
- Anyone interested in Parliamentary Procedure

# CCM Presenters

### Duncan Forsyth, Esq.; Halloran & Sage, LLP

Duncan Forsyth represents both public and private sector clients in litigation matters primarily in the areas of environmental and land use, labor and employment, wrongful termination, contract and interference with contract litigation, wrongful denial of development permits. He regularly appears in state and federal trial and appellate courts as well as before numerous administrative agencies such as CHRO and FOIA.

### Thomas P. O'Dea, Esq., Halloran & Sage, LLP.

Tom O'Dea has represented and counseled individuals, partnerships, corporations and municipalities in various litigation issues and has extensive trial experience in both federal and state courts. From July of 1995 through December 2004, Mr. O'Dea served as a member of the Police Officers Standards and Training Council, which is responsible for overseeing and monitoring all municipal police training and certification.