



HOW TO USE PARLIAMENTARY PROCEDURES FOR EFFECTIVE MEETINGS



FRIDAY, AUGUST 31, 2018 * MANILA MARRIOTT HOTEL, PASAY CITY, PHILIPPINES * 9:00AM TO 5:00PM

If you truly want to be an effective board member, presiding officer of the board, or leader of your organization, you better have mastery of parliamentary procedures. Learning this body of knowledge will enable you to skillfully participate in, lead and even control the deliberations and outcome of all types of meetings including those of committees, boards, stockholders, family and business councils, chamber of commerce, union deliberations, homeowners, parent-teachers' associations, and others.

This one-day comprehensive seminar will cover important topics such as how to conduct Meetings and Sessions, Quorum, Order of Business, Debates, Voting, Committees and their Reports, Rules of Order and Standing Rules, the different kinds of Motions, and Resolutions.

When you attend this program, you will gain considerable ability in this field that will provide you a rare advantage and distinct superiority in any and all meetings. This program is aligned with SEC's corporate governance regulations in the conduct of meetings.

Course Director & Lecturer: ATTY. AMADO FORMOSO MARALIT, LL.M., M.P.A., D.C.L., CEO VI – He is the Chief Parliamentarian of the Philippine Senate and is the authority that provides expert guidance on all parliamentary matters in the Senate. He lectures and coaches senators, chief executives, chairmen and board members, leaders in both government and the private sectors on the conduct of meetings, sessions, deliberations.

He graduated Magna Cum Laude with the most prestigious higher law doctorate known as the Doctor of Civil Law (DCL) at the University of Santo Tomas, Master's of Public Administration (MPA) at the University of the Philippines (Diliman) and Masters of Laws (LLM) at the University City of Manila, Philippines.

LIMITED SEATS ONLY
PRE-REGISTRATION REQUIRED

REGISTER NOW

Avail of the Early Payment and Group DISCOUNTS

Contact Person: **Shannon Sardua**

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Telefax (+632) **842-7148** or **59**

Email shannon.cgbp@yahoo.com

Check www.cgbp.org

Seminar Investment is PHP 9,980
inclusive of Resource Kit, &
Certificate of Attendance

Avail of the 5% Group Discount for attendees of 3 or more and 10% Early Payment discount when you enroll and prepay before August 21, 2018

Who Should Attend:

Corporations

- Executive Committee Members
- Board Members & Chairpersons

Civic Organizations

- Executive Committee Members
- Board Members & Chairpersons

Non-profit Organizations

- Executive Committee Members
- Board Members & Chairpersons

School Boards & Unions
Everyone who is interested
to learn about this topic