



**Isle City of Alameda
Business & Professional Women**
P. O. Box 1569 / Alameda, CA 94501

August 2008

Dear Friend:

The Isle City members of Business & Professional Women (BPW) invite you and your organization to participate in our informative Parliamentary Procedure Workshop, taking place from 9:00 a.m. - 3:00 p.m. on Saturday, October 11, 2008, at the Alameda Hospital. The seminar will be led by past president of the California Federation of BPW JoAnn Ritko-Pozzi and current Isle City Parliamentarian Juelle-Ann Boyer. The price to attend the seminar is \$25 for BPW members and \$30 for non-members. The registration includes all materials, box lunch and coffee and pastries during registration.

As you know, many boards and organizations conduct their meetings following *Roberts' Rule of Order*; however, many leaders and/or participants are unaware of the actual procedures designed to ensure a meeting is held in the fairest way possible for all. For this reason, for the fourth time, we are reaching out to members of the community to assist them in holding their meetings more effectively. This seminar will cover all aspects of parliamentary procedure and terminology, as well as conducting an effective meeting.

Please note that this seminar is limited to the first thirty registrants. The registration deadline is October 7, 2008. Please feel free to copy and distribute the enclosed flier to your membership and leaders. If you or someone you know is interested in our seminar, but is unable to attend on this date, please let us know so we can determine if another seminar should be scheduled in the near future to better accommodate your members.

Thank you for your courtesy and interest in learning more about parliamentary procedure. Should you have any questions about the seminar or BPW, please call us at (510) 523-6548.

Best wishes,

JoAnn S. Ainsworth
President

Enclosure