

TRAINING OPPORTUNITIES

A How-To Series on City Council and Commission Meetings

ANN MACFARLANE – Jurassic Parliament

Ann Macfarlane has been teaching groups how to make the most of their meetings since 2000. She is a Professional Registered Parliamentarian who believes that Robert's Rules can be flexible, easy to apply and helpful for public bodies. She will show you the key principles, important rules, and little tips that make all the difference.

Afraid it will be boring? We promise you will find it lively and engaging.

Hate plodding webinars? This is a live video training that is guaranteed to be interesting and entertaining.

Not much time? We can give you key tools in a couple of hours.

COST

\$1,000 for Councils with 7 or more.
Includes 2 staff and a city attorney for all trainings.

\$800 for Councils up to 6.
Includes 2 staff and a city attorney for all trainings.

\$50 per person, per training, space permitting.

* If the city attorney attends, COG will purchase Ann's book for the city. "Mastering Council Meetings: A handbook for elected officials and local government".

Cities may charge their YVCOG TA Contract. YVCOG will send an invoice.

**Trainings are limited to 50 people.

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A How-To Series on City Council and Commission Meetings consists of 3 webinars

Webinars can be taken individually or as an entire series. Substantial discounts for registering your entire City Council or Commission.

Who Should Attend

Every City Council member, Mayor, City Attorney, or staff person who attends or is involved with the City Council, Planning Commission or other meetings with agendas and minutes.

NOTE: SESSIONS WILL BE STREAMED LIVE VIA YOUTUBE TO ENSURE COMPLIANCE WITH OPEN MEETINGS ACT.

LIVE VIDEO CONFERENCE TRAININGS

A New Perspective on Council Meetings

Thursday, May 13, 2021. 6 to 7:30 p.m.

We're in a strange time with our online council meetings. Sometimes they work well, but sometimes they are too long or run rough. This entertaining and interactive workshop offers a new perspective on how to run effective and fair meetings online that serve your constituents.

- State the authority and role of mayor, council members, and staff
- Choose your council discussion guidelines to improve efficiency, while respecting the voice of all
- Use 5 tools for better online meetings
- Describe what to do if you oppose the decision
- Respond to difficult people and disorder in your meetings

Making Motions Work for You

Thursday, May 20, 2021. 6 to 7:30 p.m.

Using motions and amendments correctly is a key part of Robert's Rules, but sometimes the jargon and rules are confusing. This entertaining and interactive workshop will give you the tools to make motions work for you.

- Make motions and amendments to obtain your goals
- Process "friendly amendment" and "call the question" properly
- Apply the system of "precedence of motions" accurately
- Use the motions "table" and "reconsider" appropriately

Public Comment and Citizen Committees

Thursday, May 27, 2021. 6 to 7:30 p.m.

Public comment, and the work of our citizen committees, can be challenging. This interactive and entertaining workshop will cover basic guidelines for running great public comment sessions, and important principles for planning commissions and citizen advisory committees.

- Describe the purpose of public comment sessions
- Apply guidelines for effective public comment
- State the role of citizen advisory committees
- Label 9 pitfalls for planning commissions and citizens advisory committees