

## What is a WisLine?

A WisLine is a live teleconference offered by the University of Wisconsin-Extension that you attend from your home or office telephone. Presenters who have expert knowledge on the topic will offer an informal talk and an opportunity for questions and answers. Because there is no visual presentation in these teleconferences, it's recommended that you follow along with the supporting materials you will receive.

For questions regarding the programs, please contact the Local Government Center at 608-262-9960.

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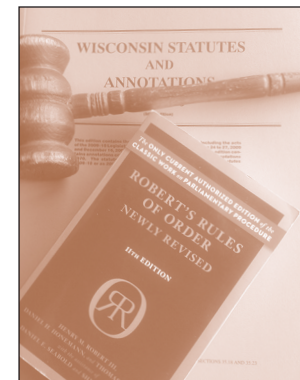
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# Local Government CENTER

**UW**  
*Extension*  
University of Wisconsin-Extension

## Advanced Parliamentary Procedure for Wisconsin's Local Governments Spring 2015



A WisLine Teleconference Series  
*developed for town,  
village, city and county officials*

**UW-Extension Local Government Center**

**League of Wisconsin Municipalities**

**Wisconsin Counties Association**

**Wisconsin Towns Association**

# Advanced Course in Parliamentary Procedure for Wisconsin Local Government Spring 2015

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This program will provide a comprehensive understanding of the traditional rules of procedure that local government officials use in the conduct of meetings. Each program is organized around one of the four basic principles that will address many of the more frequently asked questions about Parliamentary Procedure, such as

- What constitutes a meeting?
- What can you do without a quorum?
- What are appropriate forms of voting?
- What powers can the chairperson assume?
- When can the chairperson vote?
- When is more than a majority vote required to pass a motion?
- When are specific motions out of order?
- How can you reconsider a decision?
- Where do I turn when I have a problem?

All topics in this program are taught by Larry E. Larmer, Professor Emeritus in the Division of Continuing Studies at the University of Wisconsin-Madison. He teaches a variety of oral communication courses for professionals in both the public and private sectors, with his main interests being the legal and procedural issues in the conduct of public sector meetings. He frequently conducts workshops and seminars for elected members, clerks, attorneys and other local governmental personnel in Wisconsin. He has published in the American Institute of Parliamentarians' *Parliamentary Journal* and is past president of the Commission on American Parliamentary Practice.

## Principle of Parliamentary Authority

*Wednesday, April 1, 2015*  
*4:00 pm — 5:30 pm*

The relationship among statutes, court decisions, organizational rules, and Robert's Rules of Order—Newly Revised.

## Principle of a Meeting

*Wednesday, April 8, 2015*  
*4:00 pm — 5:30 pm*

Issues about notice, quorum and attendance.

## Principle of Majority Rule

*Wednesday, April 15, 2015*  
*4:00 pm — 5:30 pm*

Ownership of motions, seconding a motion, and when more than a majority is required.

## Principle of Order

*Wednesday, April 29, 2015*  
*4:00 pm — 5:30 pm*

Rules of precedence among motions and details.

***Please note:*** *the final session of the program will be held April 29, 2015.*

## Format

This is a four-session WisLine program held from 4:00 pm to 5:30 pm on Wednesdays during April 2015. The registration fee covers attendance and PDF of materials for all four sessions.

## Cost

**\$59.00**

A link to the reference materials (PDF) will be sent with the connection information.

## Registration

To register online, follow the link at [lgc.uwex.edu](http://lgc.uwex.edu) or call 608-262-0810.

An email with connection information and a link to the PDF of the reference materials will be sent out beginning five days before the program.

**Cancellation policy:** You may cancel up to 10 days before the first program and still receive a refund.