

Opening the Doors to Meeting Success

Sponsored by:

George Demeter Unit and the New England
Association of Parliamentarians of the National
Association of Parliamentarians

Who Should Attend?

- Elected, appointed, or administrative persons involved in municipal government
- Members of homeowners or condominium associations
- Union Members
- Service organization members such as church, fraternal, and religious organization

When: Saturday, May 5, 2018
8:30AM-3:30PM

Where: (Showa Boston Institute)
420 Pond Street
Jamaica Plain, MA

Agenda

8:15-9:00AM	Registration
Continental Breakfast	
9:00-9:15AM	Welcome
9:15-10:15AM	Workshop
Parliamentary Basics for Productive Meetings	
10:20AM	Break
10:30-11:30AM	Workshop
Massachusetts Open Meeting Laws	
11:30AM	Roundtable
12:00PM	Lunch
12:45PM	NEAP
New England Association of Parliamentarians Annual Meeting	
1:15PM	Workshop
Electronic Meetings	
2:15PM	Workshop
A) Moving Things Along: Unanimous Consent and Suspending the Rules	
B) Birth of an Organization	
3:15PM	Closing
Adjournment Special Presentation on George Demeter	

Breakfast, Lunch &
Parking included!

About the Presenters

ROBERT W. RITCHIE, Esq., has a distinguished legal career that focused on municipal law. He served as Town Counsel for the Town of Amherst, the Director of the Municipal Law Unit of the Office of the Attorney General, and the General Counsel for the Massachusetts Department of Agricultural Resources. Among other pursuits, he currently serves as parliamentarian for the Boston School Committee.

MICHAEL E. MALAMUT, Esq., PRP, is a Dedham, Massachusetts, attorney whose practice focuses on nonprofit organizations, especially in the areas of governance, affordable housing and community development.

EVAN A. LEMOINE, PRP, is a Providence, Rhode Island-based certified public accountant (CPA), certified fraud examiner (CFE), chartered global management accountant (CGMA), and professional registered parliamentarian (PRP), with a diverse background in audit, tax, technology, and advisory services.

PETER A. SENOPOULOS, Esq. is a Registered Parliamentarian (R.P.), President of the Massachusetts George Demeter Unit, National Association of Parliamentarians (N.A.P.) and Charter Member of the New England Association of Parliamentarians. He is the Chief Deputy General Counsel for Massachusetts Department of Fire Services.

KENDRA O'TOOLE, Esq. is a licensed attorney in Massachusetts focusing on estate planning and elder law. She is the Vice President of the George Demeter Unit and Present of the New England Association of Parliamentarians.

Register Online: openmeetinglaw.eventbrite.com

Checks payable to **George Demeter Unit** to be mailed with form:
Kendra O'Toole
1599 Washington St, Suite 104
Braintree, MA 02184

\$40 - Members postmarked by April 21, 2018
\$50 - Non-Members postmarked by April 21, 2018
\$60 - All Registrations postmarked after April 21, 2018

For more information contact **Peter Senopoulos:**
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