

Sent: Tuesday, February 02, 2016 7:07 PM

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Subject: Council Agenda Item.....Feb. 23, 2016.

Recently I took another class in Parliamentary Procedure (Roberts Rules) offered by Sarasota County. The class was excellent and offered practical examples.

We are able to offer this class in Venice by the same instructor (Beth Bond) with free tuition . There is a paper back book titled " Robert's Rules Of Order In Brief" that costs \$5.00 which she uses.

Proposed Audience: council members, city clerks, chairpersons of advisory boards , and advisory boardmembers.

Course Hours: 3

Cost: \$5.00 book per enrollee paid by the city.

Class Size: 20

Instructor: Mrs. Beth Bond

MOTION: I recommend approval to have the City Clerk set up classes for those who need and want training in Parliamentary Procedures. All costs (books and supplies) to be paid by the city .

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