

CAP Annual Meeting
Friday, June 21, 2019

- 9:00 a.m. - Registration
- 9:30 a.m. - Annual Meeting
- 10:30 a.m. - Education—**Kevin R. Connelly, PRP, NAP Secretary and District 7 Director**
“Dealing with the Problem Child”—Tips for handling disrupters and other troublemakers at a meeting
- 11:30 a.m. – Education—“Filling Blanks”
- 12:30 p.m. - 1:30 p.m. Box Lunch (\$15 or Bring Your Own)

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**16<sup>th</sup> Annual Summer Institute Part I**  
**“Make Friends with Amendments”**  
**Friday, June 21, 2019**

- 1:30 p.m. - Registration
- 2:00 p.m. - 4:00 p.m. - **Thomas (Burke) J. Balch, JD, PRP** - “Overview of Primary and Secondary Amendments”

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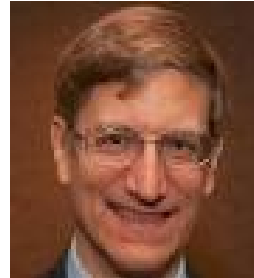
District 7 Meeting
Friday, June 21, 2019

- 4:30 p.m. - Meeting
- 5:30 p.m. - Education—**Weldon Merritt, PRP**—“Let’s Consider Reconsider”
- 6:30 p.m. - 8:00 p.m. – Hors d’oeuvres Reception

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**16<sup>th</sup> Annual Summer Institute Part II**  
**Saturday, June 22, 2019**

- 9:00 a.m. - **Thomas (Burke) J. Balch, JD, PRP**—“Amendments Step-by-Step and Practice Exercises”
- 12:00 p.m. - Box Lunch (Included with Registration)
- 1:00 p.m. - 4:00 p.m. - **Thomas (Burke) J. Balch, JD, PRP**—“Amendments Step-by-Step and Practice Exercises” (cont.)



**Thomas (Burke) J. Balch, JD, PRP**

Thomas (Burke) J. Balch, JD, PRP, is one of the authors of the current and immediate past editions of *Robert’s Rules of Order Newly Revised* and *Robert’s Rules of Order Newly Revised In Brief*.

He has twice served as Parliamentarian of the National Association of Parliamentarians (NAP) and on the Parliamentary Research Team for the *National Parliamentarian*. He is also past president of the American College of Parliamentary Lawyers. At present he chairs the NAP Commission on Credentialing.

Licensed to practice law in Illinois, he received his B.A. from Williams College in 1977, and his J.D. from the New York University School of Law in 1983. Having retired from work as a legislative analyst and lobbyist in 2016, he now is self-employed as a professional parliamentarian.

He lives in Fredericksburg, Virginia, with his wife Mary Spaulding Balch.

**REGISTRATION FORM**

Name \_\_\_\_\_

Organization \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

CAP Unit \_\_\_\_\_

**I plan to attend (check all that apply):**

\_\_\_ CAP Annual Meeting (No Charge)

\_\_\_ Friday Box Lunch Annual Mtg. (\$15) **or**  
\_\_\_ Salad Only (no meat) (\$15)

\_\_\_ Summer Institute Parts I & II and District 7 Meeting (Registration Fee Required— Includes Friday Reception and Lunch on Saturday)

\_\_\_ Friday Reception (Included with registration)

\_\_\_ Saturday Box Lunch (Included with registration) **or**  
\_\_\_ Salad Only (no meat) (Included with registration)

**NAP Member Registration Fee:**  
\_\_\_ **\$100 (if received by June 7, 2019)**  
\_\_\_ **\$120 (if received by June 7, 2019)**

\_\_\_ **Non-NAP Member Registration Fee: \$120**

**Online Registration and Payment:**  
<http://www.coloradoparliamentarians.org/summerinstitute2019>

**If you prefer to register by mail:** Send registration and check payable to CAP (include \$15 for Friday lunch, if desired), with completed form to:

Kathy Hammer, CAP Treasurer  
1690 S. Valentine Way  
Lakewood, CO 80228-3814



The **Colorado Association of Parliamentarians** (CAP) is a non-profit, educational organization composed of parliamentarians and students interested and trained in parliamentary procedure. CAP is a division of the National Association of Parliamentarians® (NAP).

The current edition of *Robert's Rules of Order, Newly Revised* (RONR) is the parliamentary authority for both NAP and CAP.

Local study units are composed of students, members, registered, and professional registered members. The units generally meet monthly to study parliamentary procedure with a high level of individual participation. Members learn by doing and progress at their own rate of speed.

For more information, visit our website:

**[www.coloradoparliamentarians.org](http://www.coloradoparliamentarians.org)**

The 16<sup>th</sup> Annual Summer Institute is presented by the Colorado Association of Parliamentarians and is not sponsored by the City of Greenwood Village. For more information, please contact Yvette Keese, PRP, CAP President, at [yvettecfc@gmail.com](mailto:yvettecfc@gmail.com).



**Kevin R. Connelly, PRP**, has been a Professional Registered Parliamentarian in the Seattle area since 2002. He has served various national organizations, including several national professional associations as a convention parliamentarian. At the local level, he has served many nonprofit organizations and condominium/homeowners associations. Mr. Connelly has acted as a professional presider and a convention parliamentarian. He has written parliamentary opinions for several profit and nonprofit organizations. Mr. Connelly has served as Washington State Youth Committee Chairman since 2008. He has evaluated parliamentary competitions of high school FBLA and FCCLA chapters, and has coached several chapters of each. He is currently serving as the NAP Secretary on the Board of Directors, as well as the NAP District 7 Director.



**Weldon Merritt, PRP**, has been a member of NAP since 2002, and a Professional Registered Parliamentarian since 2005. Weldon's professional experience has included serving as a meeting or convention parliamentarian, as a neutral outside chair, as a parliamentary opinion writer, as a parliamentary procedure instructor, as a bylaws consultant, and as an expert witness on parliamentary procedure. Prior to moving to Spokane, Washington, in 2005, Weldon lived in Santa Fe, New Mexico, where he served as an Attorney and a Hearing Officer for the New Mexico Environment Department from 1977 to 1999. He also served for many years as a Judge Advocate officer in the New Mexico Army National Guard, retiring in 1997 as a Lieutenant Colonel.



**EARN 11 CEU HOURS OVER TWO DAYS!**

16<sup>th</sup> Annual Summer Institute

***"Make Friends with Amendments"—  
A Comprehensive Look at the  
Subsidiary Motion to Amend***

**Thomas (Burke) J. Balch, JD, PRP**  
An author of the current and immediate past editions of *Robert's Rules of Order Newly Revised* and *Robert's Rules of Order Newly Revised In Brief*

**Friday, June 21 & Saturday, June 22, 2019**

CAP Annual Meeting  
&  
District 7 Meeting

**Friday, June 21, 2019**

**Event Location:**

**Greenwood Village Community Room  
6060 S. Quebec Street  
Greenwood Village, CO 80111**