



## MEMORANDUM

DATE: September 15, 2015  
TO: Common Council  
FROM: Debbie Galeazzi, City Clerk  
SUBJECT: Parliamentary Procedure Seminar-October 19, 2015

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We are pleased to announce that Dan Hill, Local Government Specialist with UW-Extension's Local Government Center, will be holding a Parliamentary Procedure seminar on Monday October 19 from 5:00-6:00pm at the Menasha Library in Company E Room. This is a good seminar for seasoned and new Council members to attend. The Council meeting scheduled for that night will start at 6:30pm to allow Council members to attend.

Members of City boards, commissions and committees are also being invited to attend this seminar.

Please let me know if you will or will not be attending so we have an accurate count for the handouts.