

## Registration Procedures (2/2023)

1. Register yourself online at [HawaiiCouncil.org](http://HawaiiCouncil.org) & Mark the date on your Calendars.

*Please plan accordingly, as no reminders will be sent.*

HCCA or the Managing agents are not responsible for email typo's.

**The registration is your obligation and commitment to the HCCA registration fee to include applicable late fee payment.**

Payment/s is required in advance.

If Payment/s not received within 30 days after the online registration date, it shall be subject to a \$25.00 late fee.

2. The invoice will be sent to your Managing Agent to process payment for Board Members only.

**514B-107 (f)**

**The directors may expend association funds, which shall not be deemed to be compensation to the directors, to educate and train themselves in subject areas directly related to their duties and responsibilities as directors, provided that the approved annual operating budget shall include these expenses as separate line items.**

3. **Association Employees** are encouraged to attend. If the Board is paying for the registration fee, it is recommended to have Board approval and recorded in the meeting minutes.

Hawaii Council of Community Associations receives "No Sponsorship funds", "No Membership fees" or money from the Condominium Education Trust Fund.



HAWAII COUNCIL OF COMMUNITY ASSOCIATIONS  
**HAWAII COUNCIL.ORG**  
EDUCATING CONDOMINIUMS, CO-OPS, TOWNHOMES AND  
COMMUNITY ASSOCIATIONS SINCE 1975

HCCA@HawaiiCouncil.org 888-642-4450

**Register Online Only**  
**HawaiiCouncil.org**

# **“Workshop” Running Effective Meetings – Parliamentary Procedures**

Hybrid with ZOOM

Saturday, June 27, 2026 @ “The Benue/The Bay”

**Theatre Building Ground Floor**

Check in opens: 8:00am.

\$5 Validated Parking  
will be charged  
(invoiced) to the  
Board Member  
Condo.

Presentation to start at 9:15am. Conclude 2:00pm

**Registration Fee: \$159.00 per person + parking (if used)**

Registrations after June 22 will incur a \$75.00 late fee

**No Cancellations or late registrations after June 20, 2026 5:00pm HST**

**Due to food ordering, no switching from ZOOM to in Person.**

Check In: 8:00am	Continental Breakfast – Pastries & Juices. Closes at 9:00am	Presentation Starts: 9:15am
Time: TBD	Lunch is a Hawaiian Buffet OR Special Meal Request <input type="checkbox"/> Vegetarian Stir Fry <input type="checkbox"/> Bento – Fish, Shrimp, Garlic Chicken Combo	No meal changes after June 22, 2026

This is a first ever Joint Education training with the (HSAP) Hawaii State Association of Parliamentarians.

## **“Running Effective Meetings”**

**A Parliamentary Procedure Workshop + Live Membership Meeting Demonstration**

**Featured Presenter: [C.J. Cavin, Esq., CPP-T, PRP](#), NAP Vice-President**

What if you could see an effective meeting in action, not just learn about it?

This half-day workshop equips nonprofit board members, and organizational leaders with the practical parliamentary procedure skills needed to run efficient, legally defensible meetings. Drawing on C.J. Cavin's deep experience as both a parliamentarian and an attorney, the program bridges the gap between technical parliamentary procedure and the real-world governance challenges faced by nonprofits, civic organizations, and tribal governments.

The session is designed for Boards who need to understand the rules without having to read a 700-page manual.

Whether you are brand new or experienced, the combination of instruction and **live observation** offers valuable insight at every level.

## HCCA Board Service:

HCCA Board Members are Condominium unit owners and are either currently on their own condo boards or have served on their condo board.

Our ByLaws allow for “Associate” Board Members defined as Industry Businesses.

All HCCA Board Members are unpaid volunteers.

Registration fees are applied to the cost of the Seminar venue, food and printing. Any remaining revenue is used to support HCCA’s Condo Insider show recordings posted on YouTube channel:

<https://www.youtube.com/@HawaiiCouncil>

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## **CHECKS** Made Payable to:

Hawaii Council of Community Associations

2855 E. Manoa Rd, Suite 105  
Honolulu, Hawaii 96822

**In accordance with accounting principles:**

THE CHECK MUST REFLECT THE INVOICE # AND NAMES OF THE BOARD MEMBERS

## **A Must Attend for all Board Members, General and Resident Managers and CAM’s.**

### **Presenter:**



**C.J. Cavin** is one of six attorneys in the United States to hold dual recognition as both a licensed attorney and a nationally credentialed parliamentarian. He holds the Certified Professional Parliamentarian-Teacher (CPP-T) designation from the National Association of Parliamentarians (NAP) and the Professional Registered Parliamentarian (PRP) designation from the American Institute of Parliamentarians (AIP). He serves as Chief Parliamentarian and Deputy General Counsel for the Oklahoma House of Representatives, and as founding attorney of Cavin Law PLLC.

Cavin currently serves as the Immediate Past President of the American College of Parliamentary Lawyers and Vice-President of NAP. He has provided governance consulting and parliamentary services to nonprofit organizations, associations, tribal governments, and legislative bodies nationwide.

Credentials and affiliations:

- Oklahoma Attorney
- Certified Professional Parliamentarian-Teacher (CPP-T), American Institute of Parliamentarians
- Professional Registered Parliamentarian (PRP), National Association of Parliamentarians
- Chief Parliamentarian and Deputy General Counsel, Oklahoma House of Representatives

**Designed with Hawai`i’s unique leadership landscape in mind, this session highlights the intersection of parliamentary procedure with Hawai`i law, organizational bylaws, and culturally grounded governance practices, helping leaders balance structure with respect, clarity, and community voice.**



# Program Experience

## Part 1: Interactive Workshop

A hands-on, engaging session that breaks down parliamentary procedure into practical, real-world applications. The workshop includes guided examples, audience participation, and step-by-step instruction on running effective meetings.

4 hours

## Part 2: Board Meeting Demonstration

Immediately following the workshop, attendees are invited to observe an HSAP board meeting conducted in real time.

This is where everything comes together.

< 1 hour



# Program Schedule

Duration	Module	Topics Covered
9:00-9:20	Welcome and Introductions	Presenter bio; participant introductions; pain points and goals; overview of session structure
9:20-10:10	Module 1: Why Rules and Meeting Fundamentals	Why parliamentary procedure matters; 10 basic principles; quorum; starting on time; order of business; types of meetings; preparing an agenda
10:10-10:20	Break	
10:20-11:20	Module 2: Processing Business	Six steps for handling a motion; decorum standards; frequently used motions; ranking motions and precedence; practice scenario
11:20-11:30	Break	
11:30-12:20	Module 3: Governance and Your Organization	Nonprofit and tribal governance applications; electronic meetings and bylaws; sample presiding script walkthrough; when to hire a parliamentarian; resources including RONR and RONR In Brief
12:20-12:45	Open Q&A	Participant questions; real-world scenarios; contact information and follow-up resources
12:45-13:45	Meal Break	Lunch Buffet
13:45-14:15	HSAP Business Meeting	Board meeting for members, participants may observe
14:15-14:30	Wrap-Up and Networking	Key takeaways; optional informal networking