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# Robert's Rules Of Order (Quick Study: Business)



## Synopsis

Everything you need to know about parliamentary procedure in terms of organizing and running different types of meetings can be found in this comprehensive 3-panel guide. All of the guidelines featured in the original Robert's Rules of Order publication are from key definitions to step-by-step meeting procedures are described in up-to-date detail through BarCharts' handy color-coded format.

## Book Information

Series: Quick Study: Business

Cards: 6 pages

Publisher: QuickStudy; Lam Crds edition (May 31, 2011)

Language: English

ISBN-10: 1423216679

ISBN-13: 978-1423216674

Product Dimensions: 8.5 x 11 x 0.1 inches

Shipping Weight: 3.2 ounces (View shipping rates and policies)

Average Customer Review: 4.6 out of 5 stars See all reviews (89 customer reviews)

Best Sellers Rank: #11,170 in Books (See Top 100 in Books) #34 in Books > Business & Money > Skills > Running Meetings & Presentations #88 in Books > Business & Money > Skills > Communications

## Customer Reviews

When my county organized a new county affiliate of a political party, we used another county's bylaws as a template for our own and the other county's bylaws mentioned using Robert's Rules of Order in the meetings. Even though at this point our meetings are very very small, so any sort of formal Parliamentary Procedure is pretty unnecessary, we liked the idea so when they grow and the need to keep things orderly rises we'll have the procedure in place already. But we realized that none of us had actively used most of the Robert's Rules stuff in years (if ever). We were going to need a refresher. I bought this little laminated cheat pamphlet and so did almost all of the other officers after I showed it to them. It's proven so far to be perfect for our purposes. I'm sure it's not nearly in-depth enough if you're really into Parliamentary Procedure or if you've got a group that's real sticklers for the formality. I wouldn't try to conduct a session of US Congress or the UN or something with just this little pamphlet to guide me. It's not a substitute for the real full Rules of Order classic. But it works beautifully for us. I was elected Secretary and wanted to keep the

minutes of the meetings in a more standard formal way than just the note taking that was natural to me. This guide pointed out what should be included in the minutes, when they should be presented, etc. I feel a lot more confident when I post the minutes online that they look more professional now. They look sophisticated and stately enough that I'd be proud to have anyone read them. We love it for things like how to format the meetings in the standard Robert's Rules of Order style and how to conduct the process of introducing and voting on issues.

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