



## The Complete Idiots Guide to Parliamentary Procedure Fast-Track

By Jim Slaughter

Alpha Books. Paperback. Book Condition: New. Paperback. 160 pages. Dimensions: 8.2in. x 5.5in. x 0.5in. Easy, accessible, and to the point, The Complete Idiots Guide to Parliamentary Procedure Fast-Track gives you everything you need to know to conduct shorter, fairer, more orderly meetings. In this time-saving guide, you get: The fundamentals of parliamentary procedure, with tips on knowing which rules to use for your meetings. Simple suggestions for making, seconding, and debating motions, plus advice on frequently used motions from Roberts Rules of Order. A primer on voting, from knowing when its required, to breaking ties, to handling absentee and proxy votes. Straightforward strategies for setting and sticking to an agenda and efficiently recording your meetings minutes. Tips for handling disruptive members and tyrannical chairs. This item ships from multiple locations. Your book may arrive from Roseburg,OR, La Vergne,TN. Paperback.



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