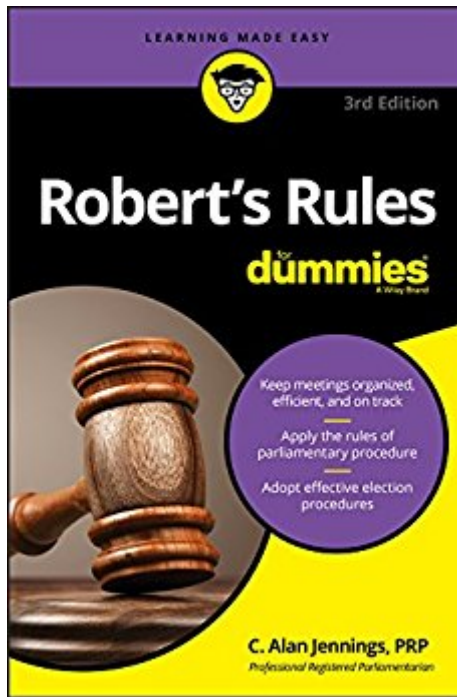


The book was found

Robert's Rules For Dummies



Synopsis

Your no-nonsense guide to making sense of Robert's Rules The classic Robert's Rules of Order has a proven track record of helping membership groups apply codes of conduct to serve as a parliamentary authority within a given assembly. Unfortunately, when read on its own, it can prove to be unclear and hard to follow for many organizationsâ and that's where this friendly guide comes in. This new edition of Robert's Rules For Dummies demystifies the often-confusing rules of parliamentary procedure in clear, simple language and shows you how to apply them within your organization in a practical and effective way. From procedures for proper nominations to handling elections and ballots, from conducting meetings online to voting by mail and emailâ and everything in betweenâ this hands-on, plain-English guide makes it easier to apply the information in the most recent version of the rules handbook so you and your organization can start benefiting from it today. Contains updated content that conforms to changes in business meetings, including special rules for making group decisions in both real-time and non-real-time environments Covers new timesaving tips to make meetings more efficient in a world where everyone is pressed for time Provides sample agendas, minutes, scripts, and more Includes interactive online material for readers on the go If you want to keep meetings organized, efficient, and on track, Robert's Rules For Dummies has you covered.

Book Information

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Customer Reviews

May 15, 2016 First, it's important to understand that this book does not contain Robert's Rules of Order, it explains it. This fact is nowhere even alluded to in the cover art or on the description page, for which I subtract one star. As of today the current version of Robert's Rules of Order, which is the veritable bible for how parliamentarily to run a meeting well, is the 11th edition, and the new title is "Robert's Rules of Order Newly Revised." It is this book that the book under review seeks to explain. **** C. Alan Jennings is a PRP, which means Professional Registered Parliamentarian, which is an apres nom I admit I didn't know existed. He is also easy to read. The tone is generally friendly and accessible, as is the case for almost all the For Dummies books. Your fears, if for some reason you have any, of trying to learn parliamentary procedure are well-assuaged early on. **** Learning Robert's Rules of Order, the underlying book, is difficult by reading it alone. I know because I bought Robert's Rules of Order Newly Revised, 11th edition (Robert's Rules of Order (Paperback)), from . With the aid of the book under review, Robert's Rules For Dummies, the real book makes more sense. Jennings frequently stops to explain WHY a particular rule exists, which I have found more useful than any other feature. If you have been disappointed by the many poorly run meetings you've attended, this book might help you more than the underlying one.

• Robert's Rules for Dummies • is a guide to • Robert's Rules of Order •, the standard for parliamentary procedure in organizations large and small. This 3rd edition of the Dummies guide is written for the 11th edition of • Robert's Rules of Order Newly Revised •. The author is C. Alan Jennings, a Professional Registered Parliamentarian and former president of the Louisiana Association of Parliamentarians. The book covers all the major topics in Robert's Rules but does so in plain English, with examples and helpful tips, practical advice on when and how to use motions, choose leadership, and conduct meetings, and the reasons why parliamentarians do it this way is more clear in Jennings' explanations than if you just read Robert's Rules, which can be daunting and seem without context. It also addresses these topics in a more logical order than in Robert's Rules. This book is intended for anyone who wants to • participate more effectively in meetings • or • to serve in an office to which you've recently been elected. • I wish I had it when I was serving in a community organization and often attended meetings of other local organizations. It is difficult to tease the information you need from Robert's Rules and to know

what all of your options are. Although this book is not intended to be read cover-to-cover, I did so, and I found it useful to get an overview of all the topics that are covered, so that I can make a note of the most useful procedures. The book is organized into four parts that tackle the procedures for participating in meetings, making motions, choosing leadership, and end with lists of tips and myths. The discussion of making motions is by far the longest, comprising seven chapters.

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