



# Robert's Rules For Dummies

*C. Alan Jennings*

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## **Robert's Rules For Dummies** C. Alan Jennings

If you belong to any type of organization—from school board to garden club to bowling league to trade association—chances are this book can save you many boring meeting minutes. Robert's Rules of Order Newly Revised is the current authoritative guide for properly conducting everything from sessions of the U.S. Senate or House of Representative to meetings of neighborhood associations. This friendly guide translates Robert's Rules into principles you can understand and apply the next time Billy Bully tries to dominate the discussion or Debbie Dictator issues another edict. If you've ever been frustrated at the way condominium association business was (or wasn't) conducted or fidgeted while PTA members debated whether to have goldfish or pencils as prizes for the elementary school carnival, this is the book for you. Written by a Professional Registered Parliamentarian, it covers: \* The basics of bylaws that establish the real framework of your organization, and nine things that should be covered\* The requirements for a legal meeting\* How to use an agenda to plan your meeting and keep things on track\* Following the standard order of business\* How to put ideas into motion and the eight steps to handling a motion\* Voting procedure and different methods of voting\* The functions and characteristics of seven subsidiary motions, five privileged motions, fifteen incidental motions, and four motions which bring a question again before the assembly\* Nomination procedures, holding elections, and making appointments With Robert's Rules For Dummies, you'll not only discover how to hold more effective meetings, you'll get advice for dealing with malcontents or monopolizers who can disrupt, derail, or prolong meetings. And if you're in a leadership position, you'll get great information on:\* Running meetings efficiently and fairly\* Effectively using standing and special committees\* Ensuring proper paperwork, including minutes, treasurer's reports, committee reports, and more\* Handling discipline or removing officers or members Complete with a glossary of parliamentary terms and sample agendas, reports, and minutes, this guide has everything you need but a gavel. Whether you belong to an elite country club or a civic organization, an investment club or a volunteer fire department, when you use the principles in this book, meetings won't be dominated by the loudest or pushiest member or go on and on and on and on and on...

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