



Robert's Rules For Dummies

C. Alan Jennings

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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 organizations—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 email—and everything in between—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
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If you want to keep meetings organized, efficient, and on track, *Robert's Rules For Dummies* has you covered.

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