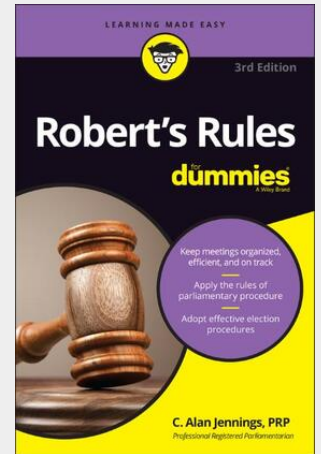


Jennings

ROBERTS RULES FOR DUMMIES 2/E

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 * 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.

* Keep meetings organized, efficient, and on track * Apply the rules of parliamentary procedure * Adopt effective election procedures Run your meetings and get things done You can get the most out of your meetings by following Robert's Rules, but knowing where to begin can be overwhelming. This hands-on guide demystifies the rules of parliamentary procedure in clear, simple language and shows you how to keep meetings organized, efficient, and on track! Stop wasting time and start getting results! Inside. * Follow bylaws and rules * Make group decisions * Put ideas into action * Discuss pros and cons * Use the motion to Amend * Make nominations * Deal with distractions * Create effective committees * Preside with style



20,90 €

19,53 € (zzgl. MwSt.)

Lieferfrist: bis zu 10 Tage

Artikelnummer: 9781119241713

Medium: Buch

ISBN: 978-1-119-24171-3

Verlag: FOR DUMMIES

Erscheinungstermin: 21.06.2016

Sprache(n): Englisch

Auflage: 3. Auflage 2016

Produktform: Kartoniert

Gewicht: 510 g

Seiten: 432

Format (B x H): 158 x 234 mm

