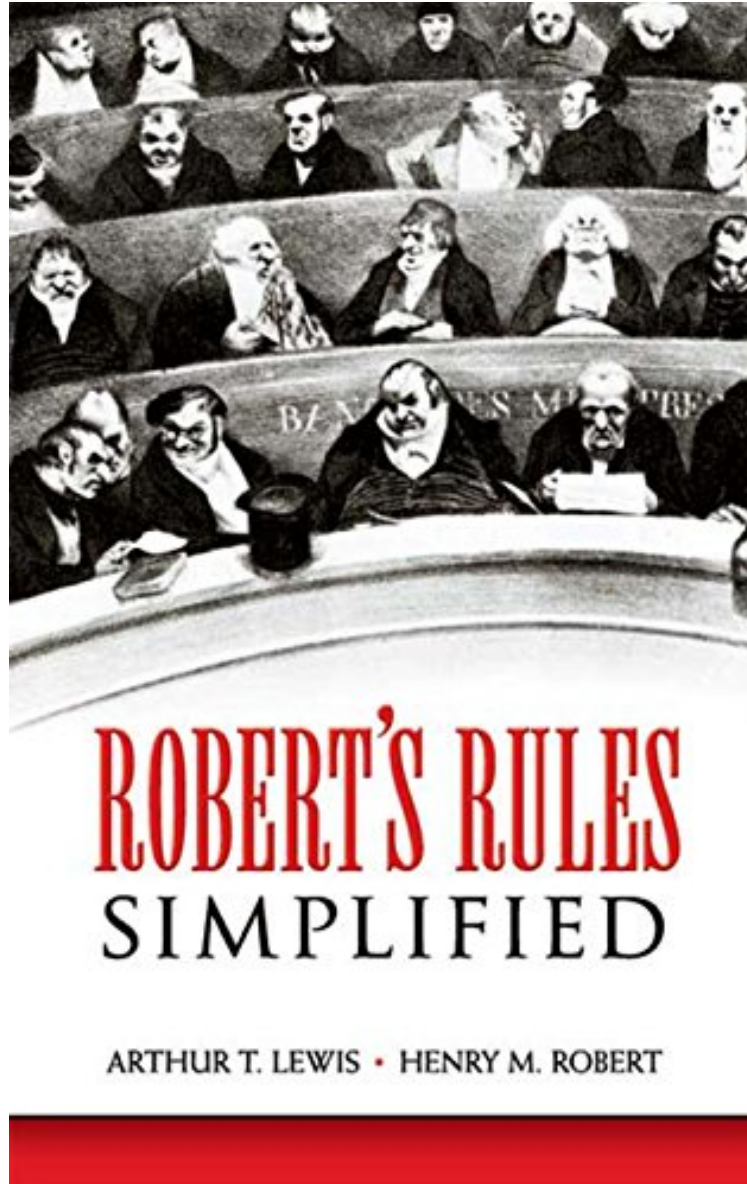


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Arthur T. Lewis, Henry M. Robert : Robert's Rules Simplified before purchasing it in order to gage whether or not it would be worth my time, and all praised Robert's Rules Simplified:

2 of 2 people found the following review helpful. Not a Quick Reference, but more a discussion of philosophy of Robert's RulesBy DonI am about to assume chairmanship of a church Board and thought this book might be helpful. If one is looking for a quick reference to Robert's Rules, this is not the item for you. The book is as more of a philosophical discussion of Robert's Rules than statements of the rules. My reaction is to read it somewhat

superficially, then put it on the shelf. I think that I shall look for something different as a quick review. 22 of 22 people found the following review helpful. Robert's Rule Simplified By Jamtn Although I was somewhat familiar with Robert's Rules of Order, wanted a quick reference. Also bought a couple of other more complete versions. The "simplified" version was very useful. This book was well worth the price. I would recommend it for someone who wants a quick reference for civic groups which utilize Parliamentary Procedure. 0 of 0 people found the following review helpful. Don't need a whole college course. By _junky I needed a quick reference on how to conduct a meeting without it being a full college course. This works.

Who has the floor, and how do you make a motion? What keeps a meeting from collapsing into chaos? This bible of parliamentary procedures transforms complex rules of conduct into easy-to-understand basics. Anyone participating in club or civic meetings, seminars, or teleconferences will consult this invaluable guide time and time again. "Where there is no law, but every man does what is right in his own eyes, there is the least of real liberty," declared General Henry M. Robert. His 1896 book, Robert's Rules of Order, provided the remedy, with guidelines for orderly, smooth, and fairly conducted meetings. This edition of the famous rules began as a series of eighteen articles that appeared in The Christian Science Monitor. It makes parliamentary procedures easier to understand by explaining the reasons behind them, boiling them down to a few memorable fundamentals that form the basis for a sound and practical working knowledge. Topics include by-laws, the right and wrong ways to postpone action, how to amend and substitute, delegating duties, keeping on track, taking a vote, uses and duties of committees, and much more. Numerous examples and a user-friendly format make this volume ideal for clear and quick reference.