



Meeting Procedure Fundamentals: Based on Robert's Rules of Order, Newly Revised

Harold E. Corbin

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Have you attended meetings that are chaotic, seem to go on forever, and ultimately nothing gets accomplished? Did you think there has to be a better way? Well, there certainly is.

Whether the meeting is for a business, fraternal organization, or the local gardening club, an orderly and well run meeting will accomplish more in less time. There will be discussion and debate rather than argument and grandstanding.

Meeting Procedure Fundamentals is a basic overview of how to conduct an effective meeting based on Robert's Rules of Order, Newly Revised. Robert's is recognized as the authority on parliamentary procedure in the United States. MPF will provide a brief explanation of the following:

- ? Rules that guide the operation of an organization.
- ? Some rights of members protected by parliamentary law.
- ? Usual order of business in a meeting.
- ? Conduct of business.
- ? Duties of the presiding officer.
- ? Duties of the secretary
- ? Precedence of motions.
- ? Incidental motions.
- ? Examples of proper language.
- ? Glossary.

MPF will help you get in, get it done, and get on with your busy life.

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