



## The Complete Idiot's Guide to Robert's Rules (2nd)

By Nancy Sylvester, Ma Prp Sylvester, Prp Cpp-T Sylvester

Dorling Kindersley Ltd. Paperback / softback. Book Condition: new. BRAND NEW, The Complete Idiot's Guide to Robert's Rules (2nd), Nancy Sylvester, Ma Prp Sylvester, Prp Cpp-T Sylvester, The whens, hows and whys of keeping order. Robert's Rules have long been the ultimate guide for running meetings and outlining procedures. "The Complete Idiot's Guide(r) to Robert's Rules, Second Edition," teaches readers everything from the ladder of motions to how to use Robert's Rules for any size or type of meeting or political caucus. This book includes sample minutes, a sample agenda, and scripts for every type of meeting situation Includes a complete reproduction of Sylvester's "Basics of Parliamentary Procedure," a handy guide based on Robert's Rules of Order Newly Revised, as an appendix Gives readers a practical one-stop shop in the category-they can buy one book and get a copy of the rules and a book on how to use them".

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