



# **Robert's Rules of Order in Brief: The Simple Outline of the Rules Most Often Needed at a Meeting, According to the Standard Authoritative Parliamentary Manual, Revised Edition**

*Henry M. Robert III, William J. Evans, Daniel H. Honemann, Thomas J. Balch*

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Going to a meeting? Want to know how to take part? Learn quickly and easily! This short, simple book includes: Sample dialogues to get you confidently through motions, nominations, elections, votes, debates, amendments, and more. Invaluable tips for keeping meetings orderly and on track. A chapter answering the most frequently asked questions. Not sure what to do at a meeting? Handy tables at the back of the book tell you just what to say. Appointed to a committee? Elected an officer or board member? Chosen as a convention delegate? Chapters on each clearly explain your duties.

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