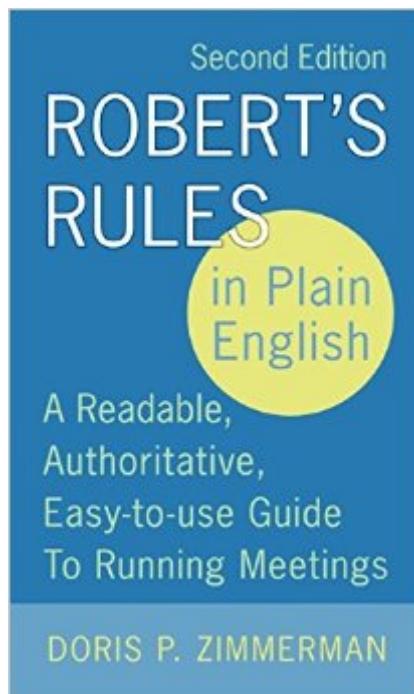


The book was found

Robert's Rules In Plain English: A Readable, Authoritative, Easy-to-Use Guide To Running Meetings, 2nd Edition



Synopsis

A revised edition of the bestselling Robert's Rules in Plain English, which still stands as the most concise, most-user friendly guide to parliamentary procedure on the market today. If you've ever had to run a meeting according to parliamentary procedures, you know just how difficult it is to keep track of all the rules, much less follow them. Figuring out what to say and how to say it seems an impossible task. Robert's Rules in Plain English, 2nd edition, is the solution to that problem. Not only does it provide you with the essential, basic rules in simple, straightforward English, it also includes summaries, outlines, charts, and sample dialogues so you can see exactly how these rules work in practice. With an extended glossary and new chapters on electronic meetings and internet usage, Robert's Rules in Plain English, 2nd edition, is an authoritative, modern guide to running a meeting successfully and keeping it on track.

Book Information

Paperback: 192 pages

Publisher: Collins Reference; 2 edition (September 20, 2005)

Language: English

ISBN-10: 0060787791

ISBN-13: 978-0060787790

Product Dimensions: 4.2 x 0.5 x 7 inches

Shipping Weight: 4.8 ounces (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars Â See all reviews Â (157 customer reviews)

Best Sellers Rank: #12,853 in Books (See Top 100 in Books) #35 in Â Books > Business & Money > Skills > Running Meetings & Presentations #90 in Â Books > Christian Books & Bibles > Ministry & Evangelism #188 in Â Books > Business & Money > Economics

Customer Reviews

This is a short, easy-to-use and understand book about parliamentary procedure. It's well laid out, and the beginning of the book has a good explanation of how and why parliamentary procedure works. It was written with beginners in mind. The order of precedence for motions is painstakingly and clearly laid out for the reader, as well as an explanation of why one motion takes precedence over another. Explanations of exactly what a motion does and an example of its use are included as well. Chapters are also included explaining the responsibilities of the chair, secretary, and treasurer, as well as a guide to setting agendas. That said, this is not, nor was it intended to be, a comprehensive guide to parliamentary procedure. For small or somewhat informal meeting, this

book is all you need. For a large, formal group with professional officers, however, a full copy of Robert's Rules is recommended. This book is a great intro to parliamentary procedure, and is all you need to run most meetings. Even with larger groups, this is a wonderful book to keep at your elbow at meetings to use as a reference.

Our volunteer fire company decided to follow Robert's Rules a couple of years ago. Unfortunately the President quit and took the only copy with him. I ordered this book not because I run the meeting, but so I (as Treasurer) can help the new President and trustees in following the rules that we agreed to. Although a relatively small paperback, it packs a lot of information. As it states, this book develops the overall concepts and specific procedures for running a meeting effectively and efficiently. It may take more than one reading to really get a handle on the how and why of ranking of motions, etc., but after doing so, I will certainly be able to assist the presiding officer of our meetings. While our organization will certainly be buying the unabridged version of Robert's Rules, I will be recommending we also purchase several copies of the Plain English version for use at meetings.

This book was written in simple English and easy to understand and a good introductory text to parliamentary procedure. Since it is an introductory book, one may not find the information or details required on some topics. After reading this book, if you want for more information, then go and buy Robert's Rules of Order Newly Revised (9th Edition, 1990), the source of this book.

This book is amazing for younger people who are starting out learning parliamentary procedure. I am involved in 4-H, and in our county, all officers of 4-H clubs are required to learn parliamentary procedure. I am going to incorporate this book into their training. It is very simple to read, very easy to understand, and the examples are concise and relevant. I would not recommend this book for someone who is older and is involved in serious meetings that require a more in depth knowledge of Robert's Rules, but it works perfectly for my purposes, which is to educate people who have never been exposed to this information before. It is an excellent book for the beginner who is interested in the basics without getting bogged down by the hefty rules and vocabulary of Robert's Rules Newly Revised.

Let's face it: Parliamentary Procedure is nothing but a bunch of hard to understand red tape. This book, however, manages to cut through the boring nonsense and tells you just what you need to

know and how to use it. I bought this and the "official" book too, and I find that I read this one almost cover to cover and use it for reference, while the "official" Robert's Rules sit on my bookshelf collecting dust until something really outlandish occurs in a meeting. Unless you are a lawyer, I'd say this is all you need to survive a meeting in Parli Pro.

This short book is certainly no substitute for the full Robert's Rules of Order, but it is a good way for the reader to get a good grasp and overview of parliamentary procedure. It is tempting to get so bogged down in the particular rules of procedure that the underlying principles of order and efficiency for the assembly are overlooked. The author says in the opening portion of her book, "Parliamentary procedure should be used to help and not hinder decision making. Robert said, 'The assembly meets to transact business, not to have members exploit their knowledge of parliamentary law.'" (p. 6). I recommend reading this work first, then referring to the full volume of Robert's Rules if more detail is needed. For most people however, this work should be all that is required to possess a working knowledge of parliamentary procedure. As a Baptist pastor, I see this book as being particularly helpful to church leaders and members for their participation in business meetings, board meetings, and other decision-making assemblies. The knowledge contained in this volume is well-worth the price!

The book is a decent primer and is certainly more readable than Robert's original book. Of course the original and all of its editions remain an example of very incomprehensible and convoluted language even for its era. However, I have to handle large meetings of very strong-willed, intelligent people, so I found the "Plain English" book not very useful. I need to know the details and complexities of handling important meetings so that I make the right decisions. I will stick with the more sophisticated texts.

[Download to continue reading...](#)

Robert's Rules in Plain English: A Readable, Authoritative, Easy-to-Use Guide to Running Meetings, 2nd Edition Robert's Rules: QuickStart Guide - The Simplified Beginner's Guide to Robert's Rules of Order (Running Meetings, Corporate Governance) Robert's Rules: QuickStart Guide - The Simplified Beginner's Guide to Robert's Rules of Order Starting Meetings of Administrative Professionals: 52 Tips for Planning, Conducting, Leading and Facilitating Successful Meetings of Your Administrative Support Staff Robert's Rules of Order Newly Revised In Brief, 2nd edition (Roberts Rules of Order in Brief) Arts Law Conversations: A Surprisingly Readable Guide for Arts Entrepreneurs THE COLD CALLING SECRET: Discover the NEW ground-breaking cold calling

techniques that get results! Readable on Kindle, PC, Mac or iPad Windows Vista®; Plain & Simple (Bpg-Plain & Simple) Windows Vista(TM) Plain & Simple (Bpg-Plain & Simple) Plain Fame (The Plain Fame Series Book 1) Plain Again (The Plain Fame Series Book 3) Plain Change (The Plain Fame Series Book 2) Plain Choice (The Plain Fame Series Book 5) The Fine Print: How Big Companies Use 'Plain English' to Rob You Blind Running Motivation and Stamina: Train Your Brain to Love Running with Self-Hypnosis, Meditation and Affirmations Chi Running: A Training Program for Effortless, Injury-Free Running Running for Beginners: Teach Me Everything I Need to Know About Running in 30 Minutes Running for Beginners: Get a Glimpse inside the Runner's World: Your Training Plan on How to Start Running Injury Free Robert Young Pelton's The World's Most Dangerous Places: 5th Edition (Robert Young Pelton the World's Most Dangerous Places) Spanish-English English-Spanish Medical Dictionary/Diccionario Medico Espanol-Ingles, Ingles-Espanol (2nd Edition) (English and Spanish Edition)

[Dmca](#)