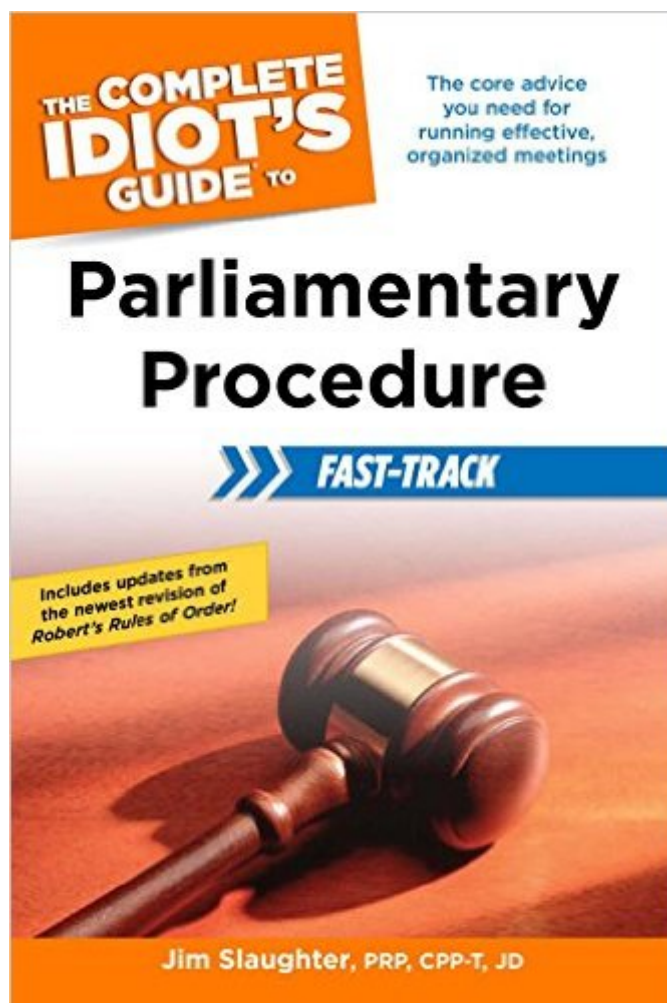


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# The Complete Idiot's Guide To Parliamentary Procedure Fast-Track



## Synopsis

Easy, accessible, and to the point, *The Complete Idiot's Guide® to Parliamentary Procedure Fast-Track* gives you everything you need to know to conduct shorter, fairer, more orderly meetings. In this time-saving guide, you get: The fundamentals of parliamentary procedure, with tips on knowing which rules to use for your meetings. Simple suggestions for making, seconding, and debating motions, plus advice on frequently used motions from Robert's Rules of Order. A primer on voting, from knowing when it's required, to breaking ties, to handling absentee and proxy votes. Straightforward strategies for setting and sticking to an agenda and efficiently recording your meeting's minutes. Tips for handling disruptive members and tyrannical chairs.

## Book Information

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## Customer Reviews

Most people who encounter Robert's Rules for the first time come away believing that it is designed to enable lawyers and other initiates to take control of meetings and thwart the good intentions of everyday people, to numb the mind of anyone who tries to read it, or both. This is a shame because Robert's, once you understand it, really does help organizations conduct their business and make decisions efficiently and democratically. The problem is how do you get to the point where you understand Robert's Rules well enough to make use of it. The solution is Jim Slaughter's new book. In under 150 pages, Jim explains the basic concepts that underlie Robert's Rules' 700 plus pages, and does so in language that is crisp, clear, and easy to follow. At the same time, he manages to identify, and to address, most of the procedural issues you are likely to encounter in chairing, or participating in, most meetings. He even gives examples of the right words to use in

many parliamentary situations. While Jim's book doesn't answer all of the questions (there is a reason why Robert's Rules is as long as it is) it gives you enough of an understanding that you can then turn to Robert's Rules with confidence and find the answer you need. I'm a lawyer who spends most of his time representing and advising condominium and community associations. Many of my clients would benefit from a better understanding of Robert's Rules and I can think of no better way of getting that understanding than by reading Jim Slaughter's new book. I am recommending it every chance I get.

Jim Slaughter's book is one of the best new additions to my bookshelf. Chapter 11 on "Meeting Minutes" is worth the price of the book and I hope to get it into the hands of every Pastor and Church Board Secretary under the jurisdiction of the Office I serve. Chapter 10 on "Order of Business and Agenda" is another great chapter as is Chapter 3, "The Motion: How Things are Done in Meetings". While most Church Board meetings operate on a relatively informal basis, more carefully planned board meetings with just the right amount of structure would result in both greater effectiveness and efficiency. And when a board is effective and efficient, those who serve on it are more likely to feel they have invested their time well. Jim is a professional parliamentarian who knows his stuff, but he understands that different organizations need to be able to function differently. The Idiot's Guide lives up to its billing as a fast-track reference; and, it is user-friendly. It won't bog you down. Jim makes it a fun and informative read - which is no small accomplishment when the subject is Robert's Rules!

This slim volume will give you all the basics you need to get up and running before your next meeting. This fits in nicely between Robert's Rules of Order Newly Revised In Brief, 2nd edition (Roberts Rules of Order in Brief) and the full statement of the rules upon which this book is based, Robert's Rules of Order Newly Revised, 11th edition. The official "In Brief" book, which I highly recommend, might be a bit too brief and to complete your education this Fast Track book will do quite well. It explains (among other things) all of the most common motions you will need (more than is covered in "In Brief"), elections, and gives practical advice to new members / presiding officers. Finally, you will be hard pressed to find a better tutor than Jim Slaughter who is well respected in parliamentary circles for his ability to clearly explain concepts that may at first glance seem tricky.

When this book arrived I sat down with the thought of scanning it and then putting it on my reference shelf. As I began reading the first few pages I was so engaged by the writing style, and the author's

sense of humor, that I just kept reading. As a professional manager of community associations I got all the way to page six before I found a list of things that I intend to share with each of my community boards. The chapter on minutes is also brief and clear, if only more secretaries would not feel compelled to transcribe every word spoken!! I strongly suggest you get this book, read it and share its essence with any board with which you may work, it will save you an enormous amount of time and make your meetings more productive.

Robert's Rules of Parliamentary Procedure is a complicated system that is counter to how most people interact with others. So it is not the easiest subject to understand let alone implement. I thought the Complete Idiot's Guide to Parliamentary Procedure gave me a very good start in understanding this process. In simple language it makes if someone with limited experience gain a good basic grasp of the concepts and explains why things are done as they are. I felt it was well worth the money for anyone wanting to understand Robert's Rules.

Very concise, helpful book. It clarified several questions I've had for meeting procedures. Price was great, as it was a used book, but it was recent enough to be relevant (2012). It's not for idiots, necessarily - intelligent book.

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