



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

Doris P. Zimmerman

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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.

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