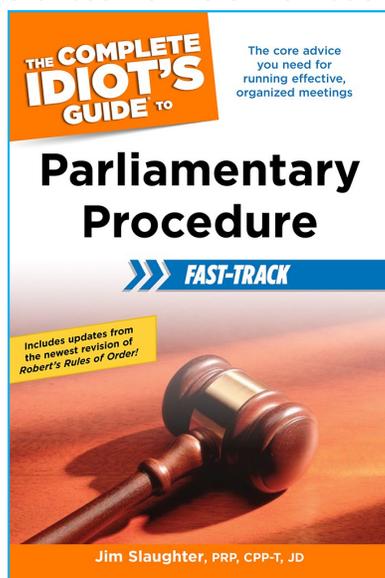


# New Parliamentary Books

## [The Complete Idiot's Guide to Parliamentary Procedure Fast-Track](#)

by Jim Slaughter

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Easy, accessible, and to the point, **The Complete Idiot's Guide to Parliamentary Procedure Fast-Track** gives everything readers need to conduct shorter, fairer, more orderly meetings, including:

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- A primer on voting, from knowing when it's required, to breaking ties, to absentee and proxy votes
- Straightforward strategies for setting and sticking to an agenda
- Efficiently recording your meeting's minutes
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by Jim Slaughter, Gaut Ragsdale, Jon Ericson

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*Robert's Rules of Order* has long been the standard guide to parliamentary procedure, but many readers find the manual too daunting and complex to utilize its full potential. In *Notes and Comments on "Robert's Rules," Fourth Edition*, authors Jim Slaughter, Gaut Ragsdale, and Jon Ericson skillfully guide users through the intricacies of the latest edition of *Robert's Rules*, transforming the often intimidating parliamentary guidebook into an easy-to-use tool. A reader-friendly question-and-answer format provides immediate solutions to problems that arise during meetings, and a simplified chart of parliamentary motions is available for quick reference.

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