



The Modern Rules of Order

Donald A. Tortorice

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If you want meetings that run more efficiently, for a shorter period of time, and with a minimum of disagreements, then you need this framework of established procedures for business meetings. Simpler and more effective than Robert's Rules, this concise book focuses on promoting timely consideration of the substance of the meeting, rather than ritualistic procedure.

In it you'll find:

- A one-glance motions chart
- Procedures for any type of business meeting
- A quick-reference index for making quick responses to difficult situations

This easy-to-follow guidebook is now revised and updated in a new 4th edition and is perfect for any group, organization or entity that wished to run more efficient and productive meetings!

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