



# **The Everything Robert's Rules Book: All you need to organize and conduct a meeting (Everything®)**

*Barbara Campbell*

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Have you ever been to a meeting that dissolved into utter chaos? Or attended a meeting that seemed unfocused and unproductive? Robert's Rules of Order have been the standard of parliamentary procedure for business and civic organizations since 1876. The Everything Robert's Rules Book fully explains Robert's Rules and shows you how to apply them to today's social and business meeting situations. Features clear explanations of: Types of meetings and their rules; Proper voting procedures; The rules of debate; When and how to use motions; Proper minute-taking; Standards for teleconferencing and e-mailing. The Everything Robert's Rules Book is your one-stop reference to holding productive, successful meetings. Barbara Cameron is a professor at Embry-Riddle Aeronautical University, where she teaches business communication courses-one of which is focused on the principles of Robert's Rules of Order.

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