



Merriam-Webster's Rules of Order

By Laurie Rozakis

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Written with power and clarity, this book's strong emphasis on business meetings assures that anyone who needs to arrange, participate in, or run a meeting can now do so with knowledge, confidence, and control. Along with an explanation of the need for parliamentary procedure in business, the guide offers a discussion of the roles and actions required of meeting participants and information on pertinent technology. Approx.

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