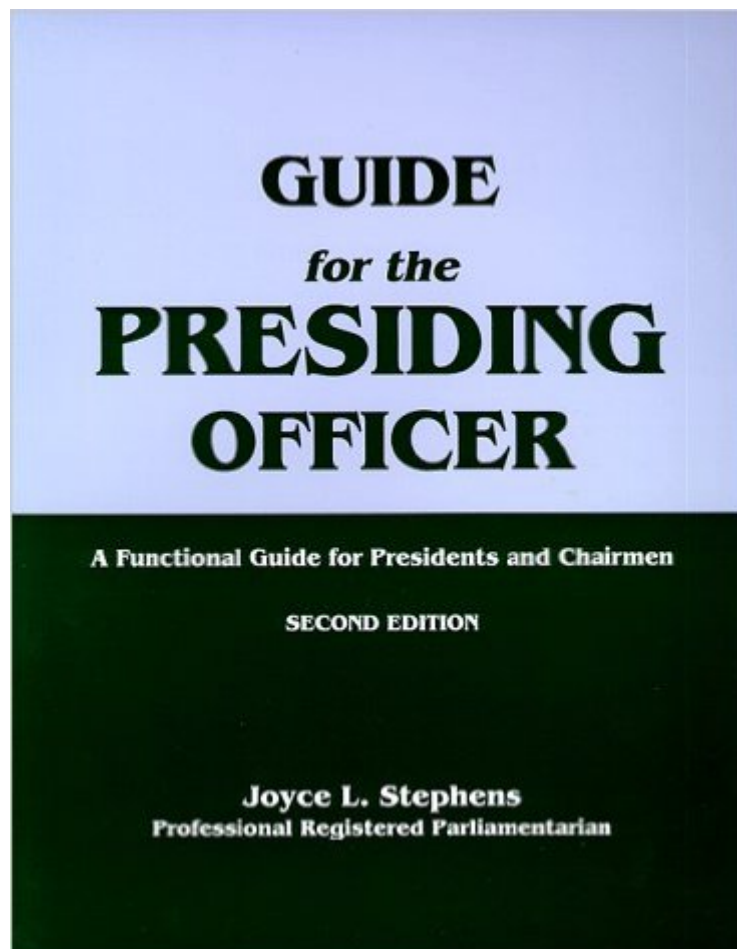


The book was found

# Guide For The Presiding Officer: A Functional Guide For Presidents And Chairmen



## Synopsis

Learn how to chair meetings with confidence with this comprehensive guide. The task of chairing meetings is a difficult undertaking, particularly in situations of conflict or diverse opinions. With its special tips for the new president, language of the presiding officer, advice on body language and communication style, and more detailed descriptions of key rules, this book will help you conduct better meetings. Actual scripts for presiding officers, charts of common errors, and advice on how to get your meeting started off right, will help you handle with ease: Unruly members Motions that are out of order Mistakes in procedure How to give a "report from the president" Matters of decorum, and much more

## Book Information

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## Customer Reviews

However... if you need help with an unruly or disorganized board, this book will NOT work for you. Joyce Stephens assumes that your board runs correctly and that you have such things as a parliamentarian on board. She even has a section on choosing the proper gavel. If your board lacks direction or does not function properly, this book will not help you run a successful meeting. But for newly elected presidents, this book can impart some very helpful information that should put anyone at ease right from the first board meeting.

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