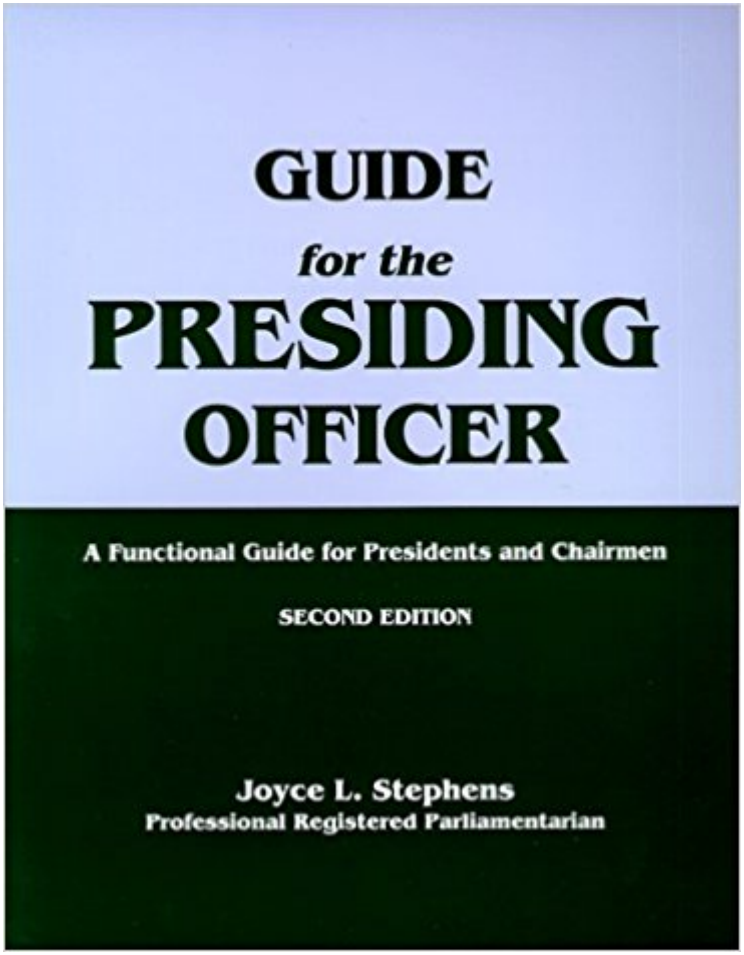
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Guide For The Presiding Officer: A Functional Guide For Presidents And Chairmen



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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

Both editions of this book have been on the best seller list for a distributor of library books. The publisher receives telephone calls from around the country and Canada inquiring about the purchase of the book after an interested person found it in a library. Syndicated columnist Jack Holman has twice featured the books in his column, and has called them "user friendly".

Joyce L. Stephens ,Professional Registered Parliamentarian, Professional Parliamentary Specialist, APPL Certified Teacher Joyce L. Stephens was awarded a Certificate of Registration in 1980 by examination of the National Association of Parliamentarians, and achieved the designation of Professional the same year. She is certified by The Academy of Parliamentary Procedure and Law as Professional Parliamentary Specialist and Certified Teacher. Her certifications are the highest which can be achieved by both organizations. She has served as National President of the

Academy and as President of the Florida State Association of Parliamentarians. She has as served as State Parliamentarian for the Florida State Association of Parliamentarians, and National Parliamentarian for the Academy. She served as a member of the Professional Development Committee of The National Association of Parliamentarians, the committee that administers the qualifying and recertification of Professional Registered Parliamentarians, and has served on the NAP Board of Directors. She graduated from Eckerd College (formerly Florida Presbyterian College) with a degree in management. She is a member colleague of CAI (Community Associations Institute). She is author of books on parliamentary procedure and articles in several publications, and is the editor of The Answer, the journal of the Academy, and of The Florida Parliamentarian, the quarterly magazine of the Florida State Association of Parliamentarians. She is a State of Florida certified Provider of Continuing Education for Community Association Managers, and a consultant for the Florida Institute of Government at the University of South Florida. She has been adjunct faculty at Daytona Community College. She has extensive experience in all phases of parliamentary law and procedure having served as a parliamentary consultant for over eighteen years. She has served in numerous offices in professional, civic, and charitable associations, acquiring the kind of organizational experience which cannot be acquired in any other way. She has performed all parliamentary services to conventions, professional associations, fraternal associations, homeowners associations, churches, arts councils, credit unions, labor unions, sports organizations, historical societies, and other not for profit organizations.

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 parlimentarian on board. She even has a section on chosing 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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