



# Summary of Parliamentary Procedure: An Easy Way to Learn and Use

*Ted H. Gordon*

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This manual has been well used and found especially useful in many organizations. One of the many letters received by the author was from J. A. McGeehan, who wrote this book was used by the ASTM-HDEO panel, the group developing certain new engine oil categories for the United States of America. McGeehan said that meetings ranged up to 120 business members from across the U.S., and that as a result of his group using this booklet, “we now run a more efficient meeting with all the member having a clear understanding of the [parliamentary] process.” The key to an easy learning manual of parliamentary procedure is not what is in the book (although that too is important), but what has been left out of the book. The goal of this manual is to discuss only the motions most commonly used, and not to burden the reader with infrequently encountered motions and rarely used parliamentary tactics. The goal is what is required to make the average reader feel comfortable and confident with parliamentary procedure. The author was an attorney until he retired from the practice of law. He feels that in most small to medium-sized non-profit organizations and in most corporate boards, knowledge of just a ten motions and the process of passing a resolution will cover 95% of the parliamentary procedure encountered in everyday usage. That is all the average member needs. Lastly, this book discusses how to run a good, effective, and efficient meeting. Besides a law degree, the author also has an M.B.A., and spent considerable time in graduate school studying how effective corporations run their meetings. In most situations the knowledge of how to turn an average or dull session into a well-appreciated meeting is not overly difficult.

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