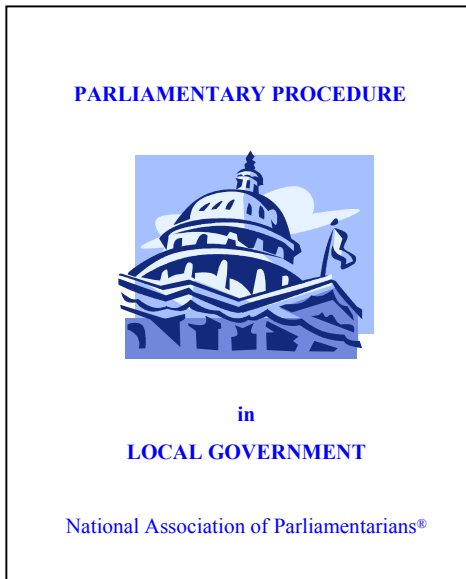


# PARLIAMENTARY PROCEDURE

## IN LOCAL GOVERNMENT

...a **must-have** reference guide for Municipal Clerks and elected officials



This comprehensive yet easy to read manual is based on the current 10<sup>th</sup> Edition of *Robert's Rules of Order Newly Revised*.

Chapters contain information on basic principles; types of meetings; and the roles of the presiding officer, members, recording officer, and parliamentarian.

Specific guidelines are included for handling a motion, debate, decorum, and voting.

Added features include dealing with different and sometimes difficult people, public participation, and dealing with the media.

Such essential information as governmental and parliamentary terms, motions, and minutes are incorporated. Helpful charts and sample rules of procedure will also be found.

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