



Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments

By Ann G. Macfarlane, Andrew L. Estep

Download now

Read Online 

Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments

By Ann G. Macfarlane, Andrew L. Estep

Written in a light and easy-to-read style, *Mastering Council Meetings* will save time, give you confidence and empower your council for effective discussion and decision-making.

Elected officials of special districts, school boards, utility boards, city councils, county commissions, citizen advisory committees—any kind of civic body—will find *Mastering Council Meetings* to be an essential guidebook for running smooth and fair meetings.

This book explains the most commonly used motions, presents efficient meeting procedures and summarizes effective leadership principles. Key rules for discussion and debate are assembled into one easy-reference list; motions are clarified with diagrams for quick understanding.

Gritty examples of real-life meetings that did not go according to plan demonstrate how to respond to the unexpected, and how to establish systems and procedures to prevent disorder. The book provides specific phrases and language to use to keep things on track when folks are rude, crude or confused.

Mastering Council Meetings extracts the essence of *Robert's Rules of Order Newly Revised, 11th edition*, and explains the basics in clear, practical language. As a bonus, the book's glossary provides easy-to-understand definitions of commonly used terms and the jargon of parliamentary procedure and Robert's Rules of Order. This unique, user-friendly book can be read through quickly and easily, and will remain an invaluable reference for effective, productive meetings.

 [Download Mastering Council Meetings: A Guidebook for Electe ...pdf](#)

 [Read Online Mastering Council Meetings: A Guidebook for Elec ...pdf](#)

Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments

By Ann G. Macfarlane, Andrew L. Estep

Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments By Ann G. Macfarlane, Andrew L. Estep

Written in a light and easy-to-read style, *Mastering Council Meetings* will save time, give you confidence and empower your council for effective discussion and decision-making.

Elected officials of special districts, school boards, utility boards, city councils, county commissions, citizen advisory committees—any kind of civic body—will find *Mastering Council Meetings* to be an essential guidebook for running smooth and fair meetings.

This book explains the most commonly used motions, presents efficient meeting procedures and summarizes effective leadership principles. Key rules for discussion and debate are assembled into one easy-reference list; motions are clarified with diagrams for quick understanding.

Gritty examples of real-life meetings that did not go according to plan demonstrate how to respond to the unexpected, and how to establish systems and procedures to prevent disorder. The book provides specific phrases and language to use to keep things on track when folks are rude, crude or confused.

Mastering Council Meetings extracts the essence of *Robert's Rules of Order Newly Revised, 11th edition*, and explains the basics in clear, practical language. As a bonus, the book's glossary provides easy-to-understand definitions of commonly used terms and the jargon of parliamentary procedure and Robert's Rules of Order. This unique, user-friendly book can be read through quickly and easily, and will remain an invaluable reference for effective, productive meetings.

Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments By Ann G. Macfarlane, Andrew L. Estep **Bibliography**

- Sales Rank: #584449 in Books
- Published on: 2013-04-25
- Original language: English
- Number of items: 1
- Dimensions: 10.00" h x .38" w x 8.00" l, .76 pounds
- Binding: Paperback
- 168 pages

 [Download Mastering Council Meetings: A Guidebook for Electe ...pdf](#)

 [Read Online Mastering Council Meetings: A Guidebook for Elec ...pdf](#)

Download and Read Free Online Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments By Ann G. Macfarlane, Andrew L. Estep

Editorial Review

About the Author

Ann G. Macfarlane began her career as a diplomat with the U.S. Foreign Service in Lahore, Pakistan. Her life subsequently took her to Russia, to Africa and to Nepal before she settled in Seattle, Washington with her husband and three sons. As a leader of amateur choirs, diplomatic women's groups and professional associations, she was fascinated by how people from different backgrounds can work together to achieve harmony and make a difference to the world.

In 2001 Ann created Jurassic Parliament as a way of showing colleagues how Robert's Rules of Order can make meetings better. From that unlikely beginning she and Andrew Estep have developed a practice that improves the functioning of civic, nonprofit and professional organizations throughout the U.S. Their approach blends solid procedural understanding with psychological insight and openness to the unexpected side of human behavior.

Ann was the first graduate of the University of California Santa Cruz to receive a Marshall Scholarship, and earned a B.A./M.A. from Cambridge University. She served as President of the American Translators Association and Executive Director of the National Association of Judiciary Interpreters and Translators. She is a Professional Registered Parliamentarian and a Certified Association Executive.

Andrew L. Estep enlisted in the U.S. Air Force out of high school. After earning a B.A. in mathematics and Asian studies from California State University Dominguez Hills, he worked in aerospace before moving into association management. This career move showed him first-hand how important effective meetings are to volunteer governance.

Working with colleagues in the design/build and human resources arenas, Andrew is committed to managing his clients' business with systematic efficiency and the human touch. After a hard day processing emails, he often relaxes by playing videogames. Andrew is a Certified Association Executive. In 2012 the Washington Society of Association Executives named Andrew as Association Executive of the Year. Andrew brought Ann Macfarlane into his company in 2007. Together they envision transforming the volunteer world, one meeting at a time.

Users Review

From reader reviews:

Hanelore Evans:

Do you have favorite book? Should you have, what is your favorite's book? Reserve is very important thing for us to find out everything in the world. Each e-book has different aim or maybe goal; it means that publication has different type. Some people truly feel enjoy to spend their the perfect time to read a book. They are really reading whatever they take because their hobby is usually reading a book. Consider the person who don't like reading a book? Sometime, individual feel need book whenever they found difficult problem or exercise. Well, probably you should have this Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments.

Clifford Walsh:

Here thing why this particular Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments are different and reputable to be yours. First of all reading a book is good but it depends in the content of it which is the content is as delightful as food or not. Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments giving you information deeper and in different ways, you can find any publication out there but there is no reserve that similar with Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments. It gives you thrill looking at journey, its open up your personal eyes about the thing that happened in the world which is perhaps can be happened around you. It is easy to bring everywhere like in area, café, or even in your method home by train. If you are having difficulties in bringing the imprinted book maybe the form of Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments in e-book can be your option.

Eddie Patten:

This Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments are reliable for you who want to be described as a successful person, why. The explanation of this Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments can be on the list of great books you must have will be giving you more than just simple looking at food but feed you actually with information that perhaps will shock your prior knowledge. This book is actually handy, you can bring it everywhere and whenever your conditions in the e-book and printed ones. Beside that this Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments forcing you to have an enormous of experience such as rich vocabulary, giving you demo of critical thinking that could it useful in your day task. So , let's have it and luxuriate in reading.

Robin Lawrence:

Your reading 6th sense will not betray you actually, why because this Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments reserve written by well-known writer who really knows well how to make book that can be understand by anyone who also read the book. Written in good manner for you, leaking every ideas and writing skill only for eliminate your own hunger then you still uncertainty Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments as good book not simply by the cover but also by the content. This is one guide that can break don't judge book by its protect, so do you still needing yet another sixth sense to pick this specific!? Oh come on your looking at sixth sense already said so why you have to listening to yet another sixth sense.

Download and Read Online Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments By Ann G. Macfarlane, Andrew L. Estep #0IUF9CMZOTY

Read Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments By Ann G. Macfarlane, Andrew L. Estep for online ebook

Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments By Ann G. Macfarlane, Andrew L. Estep Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments By Ann G. Macfarlane, Andrew L. Estep books to read online.

Online Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments By Ann G. Macfarlane, Andrew L. Estep ebook PDF download

Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments By Ann G. Macfarlane, Andrew L. Estep Doc

Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments By Ann G. Macfarlane, Andrew L. Estep Mobipocket

Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments By Ann G. Macfarlane, Andrew L. Estep EPub