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Nota di contenuto	Front Matter; Half Title Page; Main Title Page; Copyright Page; Contents; List of Tables; Acknowledgements; Introduction; Main Matter; Part One STRUCTURAL ESSENTIALS; The Constitution; Types of Meetings; Committees and Boards; In Camera Meetings; Composition of the Committee or Board; Size of Committees and Boards; Qualifications of Members; Diversity; Nonexecutive and Independent Members; The Role of Committee or Board Members at Meetings; Formal Rules; Calling a Meeting; Conduct of Business; The Agenda; Managing the Agenda; Minutes; Delegate and Representative; Motions Rights and Responsibilities of Members Suspension of Standing Orders; Voting; Quorum; Proxies; Recording Resolutions; Time Issues; Urgent versus Important; Closing Comment; Part Two INFORMAL PROCESSES AND SOCIAL MATTERS; Introduction; Why Should We Hold A Meeting?; Preparing for a Meeting; Meeting Papers; Committee and Board Dynamics; Communication; Dialogue; Active Listening; Silence and Speech; Nonverbal Behaviour and Body Language; Territory and Personal Space; Behaviour in Meetings; Mindset of Members; Committee Membership and Personality; Relationships between the

## CEO and the Chair

Hidden Agendas Groupthink; Playing the Rules; Corruption and Whistleblowing; Lack of Attendance at Meetings; Assessment of Member and Committee or Board Performance; Conclusion; Part Three ETHICS; Introduction; Committee Charter; Reporting; Codes of Ethics; The Use of Rewards; Principles of Ethics; Suggested Code of Conduct; Measurement of Outcomes; Part Four SAMPLES OF RELEVANT PAPERS; Introduction; Constitution 1: The International Society of Social Professionals; Constitution 2: Constitution of a Public Entity; Constitution 3: Constitution of the Philatelic Society of Centralia; Agendas Minutes Part Five THE FORMAL RULES; A: Useful Definitions; B: The Constitution; C: Formal Processes; D: Committee Roles; E: Procedural Matters; F: Issues Arising; End Matter; References; Index

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### Sommario/riassunto

The Meetings Handbook: Formal Rules and Informal Processes is a comprehensive manual to the rules and formal procedures of meetings, as well as a useful guide to understanding the informal processes that underlie their success. The handbook explains the formal issues of meeting processes, including the setting of agendas and the putting forward of formal motions, and canvasses informal aspects such as preparatory work and the reading of participants nonverbal messages. It also offers insight into how to chair meetings, as well as guidance on how to deal with those who seek to subvert the formal rules. A unique accompaniment to the more conventional legal books, which act as good formal guides, The Meetings Handbook also provides supplementary examples of constitutions, agendas, minutes and an ethical code. In order to make the material readily useable, the book is divided into sections that may act as stand-alone guides to specific meetings issues and strategies, thus making it the perfect tool for the busy professional.

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