



The Meetings Handbook

Formal Rules and Informal Processes

Ronald D. Francis and Anona F. Armstrong

Pub Date: June 2012

Binding: Hardback

Price: £60 / \$99

ISBN: 9780857284518

Extent: 184 pages

Size: 229 x 152mm / 9 x 6

Category: BUSINESS & ECONOMICS /
Business Communication / Meetings &
Presentations

BISAC code: BUS007010

BIC code: KJP

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Description

A comprehensive manual to the business of meetings, and a succinct and focused guide to the formal and informal procedures.

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.

Readership: This volume is intended for those directly involved in bureaucracy and the running of it - members of corporations, think tanks, governments and non-governmental organisations, and who are consequently interested in meetings procedures, regulatory-type policies, ethics and good corporate governance.

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About the Authors

Ronald D. Francis is a Professorial Fellow at the School of Law at Victoria University in Melbourne. He has formal qualifications from the University of New Zealand, the University of Melbourne and the University of Cambridge, at which he has held four Visiting Fellowships. He is a Fellow of the British Psychological Society.

Anona F. Armstrong AM, FAICD, FAPS, FAES is Professor of Governance at the Victoria Law School, and is the former Director of the Centre for International Corporate Governance Research in the Faculty of Business and Law, Victoria University.

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