

ENGLISH LANGUAGE BOOK SOCIETY

THE RIGHT WAY TO
**CONDUCT
MEETINGS
CONFERENCES
& DISCUSSIONS**

By H. M. TAYLOR
and A. G. MEARS

PRACTICAL BOOKS

THE RIGHT WAY TO CONDUCT MEETINGS, CONFERENCES AND DISCUSSIONS

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and

ELLIOT RIGHT WAY BOOKS

PREFACE

THE chief purpose of this book is to help the beginner who is venturing into the unknown and therefore possibly terrifying realm of procedure at meetings. It does not attempt to deal with Company Law or Parliamentary procedure, on which general business procedure is based, although there are variations, and what is correct in the House may not be necessary or desirable outside it.

There is no statutory law governing such procedure, but some aspects are influenced by certain laws such as the Public Meetings Act. To a great extent, it has evolved out of common usage and is thus not the law of the Medes and Persians but merely a framework designed to expedite the business to be transacted and within which any organization, large or small, can plan its own rules, which must be designed to meet its special needs and the wishes of its members. For example, there are various ways of electing the chairman, secretary and committee members; each is equally correct. Every organization selects its own method and incorporates the chosen system into its Rules—or Standing Orders—which then become the correct procedure for that organization.

In the following pages, the various applications of procedure for different types of meeting will be explained, so that those with limited experience can confirm that they are following the right lines, and the novice may approach his first meeting with a clear head, though his heart may have sunk very low!

One often hears the negative remark, "I was asked to take the Chair, but had to refuse as I know nothing about it", and some of us must also have suffered from the chairman who has not been courageous enough to admit his limitations beforehand.

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