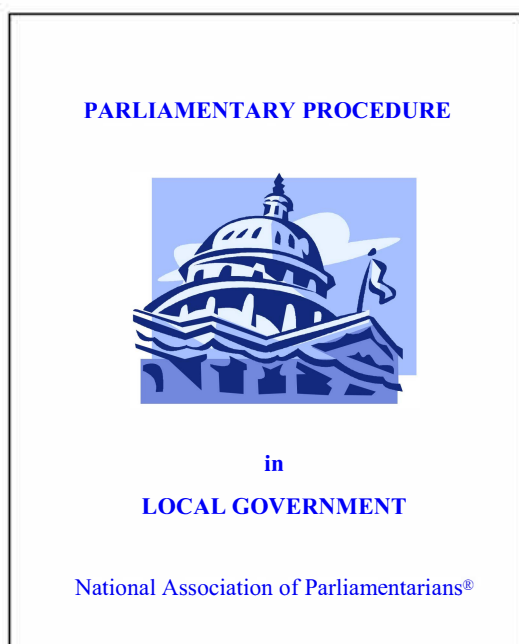


PARLIAMENTARY PROCEDURE

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 10th 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.

Please send _____ copy (copies) of
PARLIAMENTARY PROCEDURE
IN LOCAL GOVERNMENT

To: _____

Name _____

Title _____

Mailing Address: _____

Phone Number _____

FAX Number _____

\$44.00 per copy price includes postage

(CA residents add 7.75% sales tax)

☐ A check for \$ _____ is enclosed.

☐ Please charge my ☐ AMEX ☐ MC ☐ VISA

Amount \$ _____

Card # _____ Exp. _____

Signature _____

Mail to:

International Institute of Municipal Clerks

8331 Utica Avenue, Suite 200

Rancho Cucamonga, CA 91730

(909) 944-4162 • Fax (909) 944-8545 • www.iimc.com