Parliamentary Procedure

One of the most important tools for effective meetings is the knowledge and use of basic parliamentary procedure. Parliamentary procedure is not intended to hinder meetings, but to streamline meetings and protect the rights of the minority viewpoint. The Pocket Guide to Parliamentary Procedure is a small-sized resource for parliamentary procedure that is small enough to fit inside a pocket or purse and provide answers to questions that might arise during a meeting. The Simplified Handbook of Parliamentary Procedure is a full-sized publication that includes the same information as well as officer information and definitions. The University of Arkansas Cooperative Extension Service provides training in both basic and advanced parliamentary procedure.