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A GUIDE TO PARLIAMENTARY PROCEDURE FOR LOCAL GOVERNMENTS IN WISCONSIN *By Larry E. Larmer. (Kendall-Hunt Publishers, 1998.)*

This new book (85 pages) covers the most common parliamentary procedure concerns that Professor Larmer has handled in recent years. It is written in the Robert's tradition, but simplified and adapted to local governments. The book is intended as a convenient reference and therefore attempts to be brief and to the point. Its expanded outline format enables the reader to easily find the sections relevant to his or her concerns.

The section headings are:

1. Rules for Group Deliberation
2. Meetings of Local Governments
3. Using the Agenda
4. The Role and Authority of the Chair
5. Rules of Discussion and Debate
6. Rules Relating to Motions
7. Rules of Decision-making and Voting

Appendices:

- Appendix A: Characteristics of Individual Motions
- Appendix B: Chart of Motions

References

Larry E. Larmer is a Professor Emeritus from the Division of Continuing Studies at the University of Wisconsin-Madison. His main interests have been the legal and procedural issues in the conduct of public sector meetings. He frequently consults and conducts workshops and seminars for elected members, clerks, attorneys and other local government personnel in Wisconsin. He has published in the Parliamentary Journal and is past president of the Commission on American Parliamentary Practice.

The price of the book, including shipping and handling, is \$30, effective 5/1/06-5/1/07 and subject to change thereafter. Send check made out to the UW-Extension (orders must be prepaid) to:

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