



CHAIRING SUCCESSFUL MEETINGS

LESPÉRANCE CODE

MICHEL LESPÉRANCE

University of Ottawa Press

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Translated by Tanina Drvar

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Production Team

| | |
|--------------------|------------------|
| Translation | Tanina Drvar |
| Copy editing | Michael Waldin |
| Proofreading | James Warren |
| Typesetting | Nord Compo |
| Cover design | Édiscript enr. |
| Front cover design | Clémence Labasse |

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Preface

Initially published in French in 1980, this book sought to provide Université de Montréal professors who participate in faculty assemblies, councils, and committees with an easy-to-use handbook, adapted to the new requirements of the field. The book was a team effort, which I had the pleasure to lead. I would thus like to recognize my colleagues Jean-Pierre Bernier, Jacques Boucher, Bernard Charles, Jean Martucci, [†] and, in particular, Madeleine Sauvé for their contributions. When the book was first published, it met a broader societal need as different organizations outside the university milieu, such as city councils, professional corporations, unions, and others, quickly began using it.

The publication of a new edition was also a good opportunity to include two new appendices: the first presents a method for classifying deliberative assembly documents, the second describes the role and structure of the meeting minutes or report. These new sections ensure members and the officers responsible for organizing these documents have all the information and basic tools they need to fulfill their duties and better support the proceedings.