

PARLIAMENTARIAN

I. STATEMENT:

The Parliamentarian is appointed by the President with the approval of the Executive Board. She is a member of the Board of Directors and on the Handbook & Bylaws Committee and of the Resolutions Committee.

II. DUTIES:

- A. Establish the presence of the needed quorums and notify the presiding officer of such.
- B. To confer and advise the President on parliamentary procedures concerning the business coming before the Executive Board and the General Membership, when requested to do so.
- C. To interpret the governing rules of the Council and upon request of the presiding officer, advise how they should be carried out.
- D. To review for adequacy and for acceptable form, as prescribed in Robert's Rules of Order Newly Revised (current edition), all resolutions to be submitted to the General Membership.
- E. To serve as a member of the Handbook and Bylaws Committee and of the Resolutions Committee.
- F. To serve as an advisor to the Policy Committee.
- G. To be familiar with WSLC Bylaws, General Membership Standing Rules and Board of Directors Standing Rules.
- H. To deliver the file of materials that are relating to this office, including a copy of this job description, the Council's copy of Robert's Rules of Order Newly Revised (current edition), and the Executive Handbook, to the Policy Chair.

III. PROCEDURES:

- A. Attend all meetings of the Executive Board, the General Membership and such other meetings as the president request.
- B. Be conversant with Robert's Rules of Order Newly Revised (current edition).
- C. Sit next to the President at the Board of Director and General Meetings in order to be available for advise.

IV. BIENNIAL REPORT:

A report of the work of the parliamentarian to be submitted at the biennial business meeting. There shall be four (4) copies submitted, one (1) to remain with the Policy Chair for the Board Handbook and three (3) copies to be distributed to the President, Recording Secretary and Historian.

FOR REFERENCE:

A complete set of the job descriptions is contained in the Executive Handbook which is in the possession of the President, President-elect, first and second Vice Presidents, Recording Secretary, Parliamentarian, Policy Chair and Immediate Past President.

