

**Parliamentarian
Executive Board Position
2017-2017**

Summary

The Parliamentarian is appointed by the President and handles all matters related to the Club's bylaws, standing rules, and rules of order. He or she may be an associate member.

Position Requirements

- Previous service on the Club's Executive Board
- Strong understanding of organizational bylaws and parliamentary procedures
- Basic computer skills
- Adequate time to attend board meetings and manage responsibilities of the position

Responsibilities

Use ANC's bylaws and standing rules to resolve questions related to the Club's governance.

Use Robert's Rules of Order to resolve issues not covered by ANC bylaws and standing rules.

Assist the President in maintaining order at all meetings.

Act as Secretary Pro-Tem when needed.

Present closing remarks (or thought for the day) at board meetings and monthly general membership meetings.

Serve as chair of the bylaws revision committee when such a committee is needed.

Present proposed bylaws revisions to the Board for review and consideration.

Write proposed bylaws revisions for publication in Welcome Mat and on the website.

Present proposed bylaws revisions at a general membership meeting for the purpose of obtaining a majority vote on the changes.

When needed, explain Club policies regarding inappropriate business solicitations or contacts with other members.

Reminders

Expenses must be submitted and reimbursed by treasurer before the end of ANC's fiscal year.

Board members are expected to attend monthly board meetings, usually on the first Wednesday morning of the month.

Board members are responsible for providing training and assistance to the person who will take over their position when the next board prepares to take office.