

Parliamentarian Executive Board Position

Summary

The Parliamentarian is appointed by the President and handles all matter related to the Club's bylaws, standing rules and rules of order.

Position Requirements

- . Previous service on the Club's Board of Directors
- . Strong understanding of organizational bylaws and parliamentary procedures
- . Basic computer skills
- . Adequate time to attend board meeting and mange 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.

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

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

Write proposed bylaws revisions for publication on the website along with a notice in the Welcome Mat that the Bylaws have been revised and approved.

The Parliamentarian shall handle all inquiries or complaints regarding the breach of Club bylaws or Standing rules of the Club by its members.

Any inappropriate activity by its Members shall be presented to its Executive Officers for action by the Parliamentarian.

The Parliamentarian shall be responsible for any corrective action deemed necessary by the Executive Board or Board of Directors.

When needed, the Parliamentarian will explain Club policies regarding inappropriate business solicitations or inappropriate behavior of members.

Reminders

The Parliamentarian is appointed by the President and has a duty to impartially advise on the rules, so the Parliamentarian, who is also a member (of the Board of Directors) forgoes the right to make motions, debate and vote (except on a ballot vote).

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

Board members are expected to attend board meetings, usually on the first Wednesday 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.