

Parliamentarian Job Description

- Assists the president to manage meetings and advises on parliamentary procedure
- Chairs Bylaws committee to review unit Bylaws each year and revise bylaws every five years
- Arranges nominating committee's first meeting, providing information on nomination and election process
- Is entitled to all rights and privileges of membership, including the right to make motions, debate, and vote.

Getting Started Preparation – To know more about your new position, review files from last term including your unit Bylaws and Standing Rules. It's also worthwhile to talk to the outgoing parliamentarian for advice and tips about your new role.

Robert's Rules of Order Newly Revised Meetings – Meet with the incoming president to identify ways to work together to make board and association meetings even more effective.

At the first board meeting, hand out copies of the Bylaws and go through them together. This helps everyone learn more about BCC. To make board meetings run smoothly, provide information on parliamentary basics such as how to make a motion.

How To

Parliamentarians act as a facilitator for bylaws, consultant to manage meetings and mentor for members on parliamentary procedure.

Here are some quick tips to help you get started. Facilitator – Bylaws are the legally binding document of BCC as a nonprofit 501(c)(3) organization. They provide the basic framework of BCC functions. Information on the board, committees, membership, meetings and elections is in the Bylaws. Details on BCC policies and required procedures for board rosters, financial reports, audits, dues and Bylaws review are also supplied.

In addition, during the year, you also take the lead in reviewing the Bylaws. If changes are needed, ask the president to appoint a Bylaws committee to prepare revised Bylaws

Consultant – Assisting the president to manage meetings well is another aspect of your new position. For instance, if a question on parliamentary procedure comes up, the president might ask for your advice before making a ruling. That's why knowing more about Robert's Rules of Order for parliamentary basics will prove useful. Start the year right by working with the board to set ground rules for meetings. This might include agreement on how many can speak in favor and against a motion and how much time is allowed for each speaker. To make meetings run smoothly, encourage participants to focus discussion on the agenda item at hand. You can also help everyone stay on task by acting as a timekeeper so meetings start and end on time. And, remember to keep a speakers' list for the president to use when people raise their hands to be recognized. That way everyone has an equal chance to be heard.