PARLIAMENTARIAN

Job Description

She shall advise the membership according to the current edition of *Robert's Rules of Order Newly Revised*. She shall attend all Board and Executive meetings in a nonvoting capacity. She shall attend regular meetings, but does not make motions, participate in debate, or vote on any question except in case of a ballot vote. She shall be very familiar with the bylaws, standing rules and policies of the chapter. She shall be appointed by and report directly to the President.

Specific Duties:

Attend Board training.

Follow Assistance League® of Indianapolis (ALI) Policies, Standing Rules and Bylaws.

Attend all Board meetings, regular meetings and Executive Committee meetings in a non-voting capacity.

Inform the President in advance to be in the Board or regular meeting agenda. She shall serve on the Executive Committee, but in a non-voting capacity.

Advise the membership on parliamentary procedure according to the current edition of *Robert’s Rules of Order.*

She may judge (or decide) to have a vote taken at a regular meeting with less than 50% +1 of the voting members present, in accordance with the Indiana statute which says that a quorum exists with not less than 10% of the voting members present.

Proof read all minutes before they are sent to the board of membership.

At the November Regular meeting, assemble all members of the Nominating Committee and have them select a date, place, and time for their first meeting.

Revise and update job description as needed and approve changes with President-Elect by May.

Have President approve and sign all expense vouchers before submitting to the Treasurer for reimbursement.

Maintain financial records for this position and include them in her annual report.

Prepare two (2) copies of her Annual Report for this position: one (1) copy for her Procedure Manual and one (1) copy for the President’s file.

She shall pass on her Procedure Manual to the incoming Parliamentarian and train her.