

PARLIAMENTARIAN Job Description

She shall advise the membership on parliamentary procedure 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 appointed by and report directly to the President.

Specific Duties:

Attend Board training.

Follow Assistance League® of Indianapolis Policies and Standing Rules.

Be familiar with all Assistance League of Indianapolis Policies, ByLaws and Standing Rules.

Be familiar with National Assistance League® Manual for Chapter Management.

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

Inform the President in advance to be on 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.

At the January 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 January.

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

Train the incoming Parliamentarian.

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