

PARLIAMENTARIAN

PURPOSE:

To advise the presiding officer on parliamentary procedure so that the business of the state is transacted efficiently, legally, and impartially.

SPECIFIC RESPONSIBILITIES OF THE POSITION

RESPONSIBILITIES TO AAUW MARYLAND

Advise presiding officer and board members prior to the business meetings on parliamentary procedure.

Have available a copy of state bylaws, state handbook, and Robert's Rules of Order, Newly Revised.

Participate in AAUW meetings, conventions, and conference calls related to area of responsibility. Be an ex officio member of the Bylaws committee. May serve as Chair of committee.

If requested, be available to:

1. Give expert advice to any state member on parliamentary problems.
2. Help draft bylaws, policies, or conference rules.
3. Assist in any revision of the convention rules.
4. Help formulate or simplify wording of motions and resolutions.
5. Help plan agenda and scheduling of meetings and conventions.
6. Assist with convention credentials, as needed.
7. Review the minutes of each business meeting.

Work with president and the board to ensure fairness in conducting state business.

Be seated near president or presiding officer for easily accessible collaboration.

Advise but do not dictate; president makes final decisions.

Use common sense in consultation. Help keep atmosphere friendly and cooperative.

Assume any other duties as requested by the president or listed in the AAUW Maryland bylaws and policies.

Required Qualifications:

Have experience as parliamentarian of a state organization or president of an AAUW branch or similar organization.

Have strong knowledge of Robert's Rules of Order, Newly Revised (most current edition); be familiar with parliamentary rules and procedures.

Preferred Qualifications:

Membership in the National Association of Parliamentarians (NAP)

Registered Parliamentarian Certification

Calendar

Dates are flexible.

July Attend summer board meeting
Summer conference

October Attend fall board meeting
Fall conference

January Attend winter board meeting

July 2022

April

Attend spring board meeting
Attend annual meeting

July 2022