

Basic Parliamentary Duties

1. Report to the President
2. Attend and assume the role of Parliamentarian during the meeting.
 - a. Sit in the designated area for visual access to the President.
 - b. Function in the role of the Parliamentarian as a non-interventionist, and assist and support the President in maintaining order and adhering to time schedules as approved by the Board or membership.
3. Be available to confer with the President as needed.
4. Be available to meet with the Board at meetings whenever needed, as assigned by the President.
5. Be available to the membership during normal conference hours or after meetings to answer questions about the role and function of the parliamentarian and parliamentarian procedure.
6. Be available to work on other tasks as specified by the President.
7. Assist with the coordination of motions and resolutions as requested.
8. Assist with the election and voting procedures.
9. Other services as determined necessary by the President.
10. Provide full philosophical support for the Board in all matters related to the conference and meeting.