

## Parliamentarian

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### General duties:

- Having been appointed by the President, they serve as a non-voting member of the State Executive Board.
- Maintain current job description and Manual of Procedure to be passed along to successor.
- Attend State Executive Board meetings and General Session meetings during the annual State Conference serving as parliamentarian using Robert's *Rules of Order* as a guide in all cases in which it is applicable, and in which it is not inconsistent with the Bylaws of the Association.

### A suggested time-table for duties follows:

#### ~~November~~ **June** – odd year (incoming)

- Attend the State Conference.
- Attend last Executive Board meeting and receive Manual and materials from outgoing Chair.

#### **February, June, November**

- Attend State Executive Board meeting.

#### ~~November~~ **June** – odd year (outgoing)

- At last Executive Board meeting, turn over Manual and materials to incoming Chair.