

## THE MONDAY CLUB OF SAN LUIS OBISPO POSITION DESCRIPTION (2016)

Position Title:Parliamentarian

Term: One Year (May serve up to two consecutive one-year terms)

### **Administrative Duties**

#### Major Functions:

Pursuant to Section 25 of the bylaws, the Parliamentarian shall serve at the pleasure of the president. The parliamentarian is not an elected position, but rather an appointment by the president requiring approval by the board. The Parliamentarian shall not be a director, or officer of the Board. The Parliamentarian shall perform the duties prescribed by the authorized rules of order (Robert's Rules of Order, current edition), pursuant to Section 68 of the bylaws. The parliamentarian shall advise the Members, officers, and board of directors on governance matters and attend to other related duties as may be assigned by the president or board. The parliamentarian shall provide unbiased guidance and information, and shall not attempt to persuade or dissuade the Members regarding any matter. A Member of an assembly who acts as its parliamentarian has the same duty as the presiding officer to maintain a position of impartiality, and therefore, does not make motions, participate in debate, or vote on any question except in the case of a ballot vote. If a member feels she cannot forgo these rights, in order to serve as parliamentarian, she should not accept that position.

At the request of the board, the parliamentarian shall organize and present basic training in parliamentary procedures customarily used by the Club for board, committee and General Membership meetings.

### **In Accord with Robert's Rules of Order, Section 47**

#### Appointment of the Parliamentarian:

"If a parliamentarian is needed by an organization, the president should be free to appoint one in whom (s)he has confidence."

#### Duties of the Parliamentarian:

"During a meeting the work of the parliamentarian should be limited to giving advice to the chair, and when requested, to any other member. It is also the duty of the parliamentarian – as inconspicuous as possible – to call attention of the chair to any error in the proceedings that may affect the substantive rights of any member or otherwise do harm."

"Only on the most involved matters should the parliamentarian actually be called upon to speak to the assembly; and the practice should be avoided if at all possible. The parliamentarian should be assigned a seat next to the chair, so as to be convenient for consultation in a low voice, but the chair should avoid checking with the parliamentarian too frequently or too obviously. After the parliamentarian has expressed an opinion on a point, the chair has the duty to make the final ruling and, in doing so, has the right to follow the advice of the parliamentarian or to disregard it."

"A member of an assembly who acts as its parliamentarian has the same duty as the presiding officer to maintain a position of impartiality, and therefore does not make motions, participate in debate, or vote on any question except in the case of a ballot vote. She does not cast a deciding vote, even if his vote would affect the result, since that would interfere with the chair's prerogative of doing so. If a member feels that she cannot properly forgo these rights in order to serve as parliamentarian, she should not accept the position."