

# PARLIAMENTARIAN

## JOB DESCRIPTION

### BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

#### Article 15 Parliamentarian Authority

**15.01 Parliamentary Authority.** The rules contained in the current edition of *Roberts Rules of Order* shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with or in conflict with these bylaws, the Articles of Incorporation, the **Bylaws of National Assistance League**, the law (including the law of the State of Utah) and any special rules of order the chapter may adopt.

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#### General Board Responsibilities

The Parliamentarian shall:

1. Attend Board, executive, and regular meetings in a nonvoting capacity in accordance with Bylaws Article 4 Board, Sec 4.01 Governing Body.
2. Serve as an ex-officio member of the Bylaws and Minutes Reading Group.
3. Maintain a Parliamentarian information book and/or electronic reference file.
4. Submit job description changes to the Bylaws Chairman in accordance with Bylaws 8.02 (f).

#### Specific Position Responsibilities

The Chairman shall:

1. Be appointed by the President in accordance with Bylaws Article 6 Officers and Their Duties, Section 6.01 President (e).
2. Be knowledgeable of the current edition of *Robert's Rules of Order*.
3. Be knowledgeable of chapter Bylaws, Standing Rules, Policies, and Bylaws of National Assistance League.
4. Advise the President on matters of parliamentary procedure.

Technology: Microsoft Word, email proficiency