

Manual of Instruction

Section Name: Officers & Advisors

Section Number: 1.10

Title: Parliamentarian

Duties of the State Parliamentarian

1. The parliamentarian should voluntarily give up her voice and vote for the entire meeting. The personal opinion of the parliamentarian should not be known to the group. In the case of a ballot vote,(elections), the parliamentarian may vote .
2. The job of the parliamentarian is to advise the President before, during, and after a meeting as it relates to the bylaws or Robert’s Rules of Order (RRO).
3. The parliamentarian shall approve the minutes of the annual conference.
4. The parliamentarian should train the President on the basic steps to running an effective meeting.
5. The parliamentarian should attend the Executive Committee (EC) meeting by invitation only when issues on the EC agenda require bylaws or RRO advise. She has no voice or vote in an EC meeting (she is not a member), and should leave the meeting once those issues have been addressed.
6. The parliamentarian should assist the bylaws committee as requested.
7. The parliamentarian should present workshops for members when asked by the president.
8. The Parliamentarian should assist the leadership of Local Chapters and Regions when requested.
9. Consideration should be given before the state parliamentarian is given other duties within the organization that might conflict with her role as parliamentarian.

Duties of the Chapter & Region Parliamentarian

At the Local Chapter meetings, the parliamentarian is probably a member of the chapter and has knowledge of the local bylaws and Robert’s Rules of Order.

- 1) The president should raise questions with the parliamentarian before the meeting.
- 2) The parliamentarian should voluntarily give up her voice and vote for the entire meeting The personal opinion of the parliamentarian should not be known to the group. In the case of a ballot vote (elections), the parliamentarian may vote.
- 3) At the regional level, if a parliamentarian is appointed, she should not also have the role of representing her Local Chapter or other Regional duties.

Financial Implications

Verify with the NYSW, Inc. budget for approved expenditures

Included in Toolkit

For more information go to: Robert’s Rules of Order

Date of Board Approval: 3/20/21

Effective Date: 10/13/12

* Underlined passages denotes wording from the NYS Women, Inc. Bylaws
Article XII: Duties of Officers, Section 1(a)
Article XVI: Executive Committee, Section 2(d)