

WWN Policies and Procedures Manual

Section 9

Parliamentarian

January 21, 2025 Rev 3

Duties, Policies and Procedures Pertaining To: Parliamentarian

The Parliamentarian is usually the immediate Past President. If the immediate Past President is unavailable to serve, then the President shall appoint, as Parliamentarian, a member who is in good standing, familiar with the past actions of the Club, Policies and Procedures, and some parliamentary law. The duties of the parliamentarian shall be as follows:

1. To keep the Parliamentarian Manual, the introduction to Robert's Rules of Order.
2. To keep a current copy of the Constitution and By-Laws to be used as reference if questions of procedure arise.
3. To ensure the Board meetings are conducted in a fair and orderly fashion.
 - a. If asked a question on the Constitution and By-laws that you cannot immediately answer request time to review the Constitution and By-laws of the Club.
 - b. While WWN is not procedural bound by Robert's Rules of Order a question may arise as to its provisions. If you are uncertain how to proceed request that the matter be continued to allow you time to research the matter."
4. To be the Chairperson of the nominating committee. If the Parliamentarian is not available to chair the Nominating Committee, the President will appoint someone.
 - a. In February, preside over the Nominating Committee. Seek volunteers to serve on the Nominating Committee. See Section 23 of the Policy and Procedures Manual.
5. Plan the In-and-Out Dinner held in place of the May Board meeting. See Attachment 1 for the Overview of the In-and-Out Dinner.
 - a. Ensure that both the outgoing and incoming Board of Directors as well as Chairpersons are all invited and informed of date and time.
 - b. Obtain the following and present them to the out-going President at the In-and-Out Dinner:
 - i. Appreciation plaque
 - ii. Past President Pin.
 - iii. Get the outgoing President's name engraved on the perpetual trophy.
 - c. The outgoing President shall present his/her President's badge to the incoming President.
 - d. Parliamentarian shall give an estimated number of the attendees to the Treasurer for payment to the restaurant or venue.
 - e. The gift for the outgoing President shall be paid by WWN and shall not exceed \$125.00.
6. Plan the Past President's luncheon, usually in June. Select a date and make restaurant reservations and notify the Past Presidents by email. (See Past President's list is Attachment 3 of this document). Be sure to give an estimated number of attendees to the restaurant and give them a final count 5 days before the event.

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7. Maintain an up-to-date Duties and Procedures Manual and update all other documents pertaining to your position. Before you leave office turn over the Duties and Procedures Manual and the updated documents to your incoming replacement.

NOTE: Any WWN forms needed to comply with this Procedure are available on the WWN website (wwnewcomers.org).

NOTE: The WWN Board of Directors (BOD) must approve any changes to this document. To change the document either submit your proposed written change(s) to the Policy and Procedure Chairperson, who will submit the written change(s) to the BOD, or you may submit the proposed written change(s) to the BOD.

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ATTACHMENT 1

OVERVIEW OF THE IN-AND-OUT DINNER

1. As defined in the Parliamentarian's Policies and Procedures, the Parliamentarian is responsible for planning the In-and-Out Dinner. If the Parliamentarian is unable to plan the dinner, the President may ask for a volunteer, who feels comfortable with planning the event.
2. The In-and-Out dinner is traditionally a party, as well as a celebration in which the President is thanked for his/her service to the Club and to thank the existing Board for their contributions the previous year and welcome the new Board members.
3. All incoming and outgoing Board members, committee members, helpers, as well as spouses and significant others are invited. It's held in place of the Board meeting held in May in the evening.
4. Arrange for a microphone if one is available.
5. Centerpieces are nice, but optional.
6. Arrange for the Historian or one of his/her committee members to take photos of the current and incoming Board members.

Following are the guidelines for the Parliamentarian (or volunteer) to follow for ensuring everything is covered:

1. Make reservations at a restaurant that can accommodate all those invited.
2. Provide a sign-up sheet for outgoing and incoming Board members with date, time, dinner/menu choices and prices. This is not announced at the General Meeting or in the Newsletter. E-mail invitations can be sent to all involved. If no email is available, call them.
3. Obtain the following for the outgoing president:
 - Purchase a gift not to exceed \$125.00 from the current Board for gift for President unless President requests it not be done. (As defined in Parliamentarian's Procedures)
 - Order the Appreciation plaque for the new Past President.
 - Order the Past President badge.
 - If the Parliamentarian is not planning the event, obtain the perpetual/traveling trophy from the Past President and have it engraved with the new Past President's name.
4. Obtain the incoming President's badge to be presented by the out-going president to the new President.

In the past, badges and trophies have been purchased from Recognition Specialties:
1710 Harbeck Rd.
Grants Pass, OR 97527
Phone: 541 476-3166

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THE IN-AND-OUT DINNER

No Host Happy Hour (5 to 6) Dinner (6:00)

Following dinner, the meeting will start at approximately 7:00. President calls the meeting to order. Roll call of the outgoing Board is taken.

Thank whoever organized the dinner if it wasn't the Parliamentarian. (If it is the Parliamentarian, he/she will be thanked in a few minutes).

Announce the standard meeting agenda and committee reports will be dispensed with since this is the last meeting of the fiscal year, except for Minutes approval, bills approval, Treasurer's report and any previously unfinished business.

Introduce the Parliamentarian and thank him/her for planning the dinner, if he/she did.

The Parliamentarian thanks the President for his/her contribution and presents the Past President badge, Past President plaque, the traveling President's trophy and a special appreciation gift from the Board. The President thanks his/her Board and introduces President Elect and presents him/her with the President's badge for the next year, the gavel, words of wisdom and asks him/her to introduce the new Board.

The new President Elect introduces the new Board and turns the meeting back over to the President.

The President acknowledges the work done by each Board member and thanks them for their help and their cooperation and may present gifts of appreciation, again at the discretion of the President. Remind current Board members to meet with their incoming replacement, discuss their position and surrender their Duties and Procedures manual and any other documents pertaining to their position.

If there is no further business, the meeting is adjourned. Those who wish to stay and socialize may do so.

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ATTACHMENT 3

PAST PRESIDENTS

1987-1988	VERNA SHOEMAKER	Deceased
1988-1989	RUTH STEVENS	Deceased
1989-1990	BETTY TOOHEY	No info
1990-1991	PAUL MELCHER	Deceased
1991-1992	PAUL JAROMSAK	541 471-1442
1992-1993	JO ATER	Deceased
1993-1994	AL TERRES	No info
1994-1995	DOLORES HUMPHREY	541 476-7396
1995-1996	ALMA POWELL	No info
1996-1997	DON STUART	Deceased
1998-1999	CAROL PREISENDORFER	Deceased
1999-2000	BOB CAMPAGNA	541 955-8830**
2000-2001	BOB MEISNER	541 472-0096
2001-2002	PATRICIA SHIPLEY	Deceased
2002-2003	MARK SIMONDS	541 955-4810*
2003-2004	RON SLATER	541 955-8685
2004-2005	SHERRY BULLOCK	541 956-2025**
2005-2006	TOM SOLES	Deceased
2006-2007	JIM THORPE	541 471-2249
2007-2008	GINGER SACKETT	541-474-2910*
2008-2009	ED ENGLISH	541 476-8712
2009-2010	NELSON MALER	541 244-2609*
2010-2011	PAUL PORNER	541 479-1443*
2011-2012	LARRY WEST	541 474-4918
2012-2013	CANDY KAISER	541 956-2007
2013-2014	TERRY O'DELL	541 472-9695*
2014-2015	PAT RANDALL	541 582-1956*
2015-2016	JOYCE HARRISON	541 470-3788*
2016-2017	DON ROBERTS	541-472-9692*
2017-2018	LINDA SMITH	541-244-1327*
2018-2019	MARY MCGAR	503-939-9718
2019-2020	DEBRA WILSON	541-660-7040*
2020-2021	ANN MANLEY	541-218-8191
2021-2022	KRISTI MISHHELL	541-761-1810*
2022-2023	TERRY O'DELL	541 472-9695*
2023-2024	SANDRA ANTICH	541-218-4015*
2024-2025	STARR TERRA	541-450-3784*

* Members currently listed in the directory.

** Do not notify regarding WWN activities