

PARLIAMENTARIAN

The Parliamentarian advises the President, officers, committees, and members on matters of parliamentary procedure. The Parliamentarian's role during a meeting is purely advisory and an inconspicuous one. Complies with the general guidelines for committee chairs. Responsible for biennial review and update of the By-Laws and Policies and Procedures.

Procedures

To give advice to the President and, when requested, any other member. To call attention of the President to any error in proceedings. To maintain a position of impartiality remembering the President has the duty to make the final ruling. The Parliamentarian will be familiar with and have access to a current edition of ROBERTS' RULES OF ORDER (Revised). (Note: Article Eleven of Bylaws, Parliamentary Authority.) The current edition of ROBERTS' RULES OF ORDER (Revised) shall be the final source of authority in all questions of parliamentary procedure when the rules are not consistent with Corporate Guild By-Laws and the Policies and Procedures of the Guild. The Parliamentarian must review the latest copy of ROBERTS' RULES OF ORDER (Revised) and if there is a revised copy, will purchase it for the Guild.

Is responsible for installation of new officers at the Annual General Meeting (February).