

HOW TO BE AN EFFECTIVE PARLIAMENTARIAN

1. BE IMPARTIAL – The parliamentarian is like an official in a game. They are to be impartial and make sure everyone plays by the rules. The parliamentarian does not make motions, debate, or VOTE (unless the club bylaws allow it).
2. KNOW THE RULES - The parliamentarian must know the rules of the club. They should read the club bylaws completely and be able to quickly refer to them when a question comes up. The parliamentarian needs to know parliamentary procedure i.e. *Robert's Rules of Order*.
3. PRESIDENT'S APPOINTMENT - The parliamentarian is appointed by the club President for their knowledge and skills. They should have a good working relationship with the President.
4. DUTIES BEFORE THE MEETING – Review the agenda with the President to be familiar with the business to be conducted and any possible problems that may arise. Check the bylaws to see if any special business needs to be conducted i.e. elect nominating committee.
They can also work with any committee members who request assistance for the meeting.
5. DURING THE MEETING – The parliamentarian should arrive early to go over any work necessary before the meeting. They should always bring a copy of the club's bylaws and standing rules with them. They should also have a copy of *Robert's Rules of Order* to refer to if a question on parliamentary procedure is raised. At the beginning of the meeting, the parliamentarian makes sure that there is a quorum (number of members needed to conduct business). They provide advice when requested and communicate with the president tactfully and discreetly. Remember to Remain IMPARTIAL.
6. HELP MEMBERS LEARN – During your year of service as parliamentarian consider working with members to educate them in parliamentary procedure. This can be by short articles in the club newsletter or by quick games.

ELECTRONIC MEETINGS

During this pandemic most clubs are turning to electronic meetings. Unfortunately, electronic meetings are not legal unless you have a bylaw saying it is okay. Continue to hold the electronic meetings, making sure you still maintain the club's quorum. When this is over and members can meet in person again, have a motion to pass all the business that was conducted via the electronic meeting. Also consider passing a bylaw to hold electronic meetings in emergency situations. For more information please see <https://robertsrules.com/pdfs/electronic-meeting-sample-rules.pdf>

Robert's Rules of Order 12th edition will be published in September 2020. Please make sure you order a copy for the club to use.

Kathi McGraw, District Parliamentarian