

PARLIAMENTARIAN

CVCHS PFC

Position Description

General Information:

The Parliamentarian shall give instructions in Parliamentary Procedures as required and shall rely on the Bylaws and on the Roberts Rules of Order, Newly Revised in Brief on all points. Meeting attendance is mandatory as an Executive Board Member. This position can take about two hour a month to attend meetings, more time if there are changes to the By-Laws.

Responsibilities:

1. Assist during Registration Day(s) at PFC table, if available.
2. Shall act as Chairperson for the Nominating Committee.
3. Will be Sergeant of Arms at all PFC meetings.
4. Edit the Bylaws as instructed by the Executive Board or driven by the PFC membership. The Parliamentarian may make suggestions for changes to the Bylaws. All changes are final only after the Board approves them.
5. In May, train the new Parliamentarian of the upcoming year if applicable.