

PARLIAMENTARIAN
CVCHS PFC
Position Description

General Information:

The Parliamentarian shall give instructions in Parliamentary Procedures as required and shall rely on Roberts Rules of Order, Newly Revised, 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 By-Laws as instructed by the Executive Board or driven by the PFC membership. The Parliamentarian may make suggestions for changes to the By-Laws. All changes are final only after the voting purposes.
5. In May, train the new Parliamentarian of the upcoming year if applicable.

Updates in progress for 2021-2022 BOD