

PARLIAMENTARIAN

The parliamentarian is an elected officer of The Friendly Garden Club of Traverse City and as such is expected to attend all board and general membership meetings.

If the parliamentarian cannot attend any of the required meetings, she shall notify the president as soon as possible so that the president can find a suitable replacement.

PROCEDURES:

1. Be familiar with the club's constitution, by-laws and policy and procedures as well as the current edition of Robert's Rules of Order.
2. Act only in a consulting or advisory capacity to the president, board and general membership.
3. Remain impartial in all activities. The parliamentarian gives up the right to make motions or debate or vote except by written ballot. The parliamentarian shall not cast a deciding ballot.
4. Receive and review the agenda of each meeting with the president.
5. Hand out written parliamentary guidelines at any board, committee or general meeting as appropriate.
6. Sit next to the club president at all meetings so she may quietly confer with the chair about any procedural questions and bring to the chair's attention any procedural errors that may substantially affect the rights of members.
7. Use the current edition of Robert's Rules of Order for all questions concerning parliamentary procedure.