

Duties of the TBQ Guild Parliamentarian Chair

The Parliamentarian:

- is familiar with the rules of order and proper procedures for meetings
- attends all general meetings
- maintains proper conduct and business procedures in the general meetings
- serves as consultant on Parliamentary Procedure
- advises the President (or presiding Officer) during general membership and Executive Committee meetings as needed
- advises the President on voting procedures during the following: officer nominations and elections; budget approval; proposed motions regarding other TBQ business matters
- submits completed 'Request for Reimbursement' forms, along with the receipts for the Treasurer in order to be paid for expenses
- provides a year-end report of activities, issues, concerns and suggestions to the President in June

NOTES

1. The Chair should keep a record of income and expenses for the year-end report to the President.
2. The Parliamentarian Chair provides guidance using the procedures in "Robert's Rules of Order." TBQ has a copy of "Robert's Rules of Order for Dummies," by C. Alan Jennings which is held by the Bylaws Chair.