

# ***Western Reserve Society SAR Officer, Trustee & Leadership Handbook***

## **Parliamentarian's Responsibilities and Guidelines**

### **ADMINISTRATIVE**

- Prepare a proposed annual budget for Committee expenditures.
- Prepare an Annual Report of activities by December 31 of each year
- Maintain written procedures, which will facilitate the assumption of responsibilities by a successor.
- The Parliamentarian is a non-voting Officer.

### **FUNCTIONAL**

- The parliamentarian is an expert in parliamentary procedure who, upon request, speaks to the assembly to provide explanations or advice, but not rulings, which are always made by the presiding officer.
- Provide members and the executive board with training on simple parliamentary procedures (how to state a motion, rules of debate, quorums, etc)
- Maintain a copy of the bylaws at all Board Meetings and the Annual Meeting.
- Make sure that meetings adhere to the agenda.
- Assist with the coordination of motions and resolutions.
- Keep track of the order of those wishing to speak, motions, amendments, voting, etc.
- Assist with the election and voting procedures.
- Support the president in maintaining order and adhering to time schedules.

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