

PARLIAMENTARIAN/CHAIR OF THE BYLAWS COMMITTEE JOB DESCRIPTION/RESPONSIBILITIES

The current Parliamentarian serves as the Chair of the Bylaws Committee. The Parliamentarian is appointed by the President and serves a one-year concurrent term. The appointment must be approved by the Board. She then becomes an official member of the Executive Committee. Said Committee approves presidential appointments, acts in an emergency for the interests of the Association, and has the authority to spend amounts as authorized by the Board of Directors. (Article 6, Paragraph 1)

- The Parliamentarian is a member of the Board of Directors. Said Board transacts all business submitted to it by the President and authorizes payment and approves expenditures of the members of the Board that are deemed necessary to properly perform their duties, if such funds are available. (Article 6, Paragraph 2)
- All requests for amendments to the Constitution and Bylaws are directed to the Parliamentarian/Chair of the Bylaws Committee, who reviews them with the Committee members and makes any suggestions for revision, then verifies intent and justification with the author. When the language of the proposed amendment is finalized, the author submits one copy to the President and one copy to the Chair of the Bylaws Committee with a justification attached. The proposed amendment is then noticed to all members in accordance with existing Bylaws. All members present at the annual meeting are given the opportunity to discuss and comment on the proposed amendment prior to voting.
- The Parliamentarian is charged with maintaining an orderly business meeting during Board or general membership meetings. Robert's Rules of Order Newly Revised govern all procedures and practices not previously addressed in the Constitution and Bylaws.
- The Parliamentarian has the honor of conducting the Installation of Officers at the annual meeting.
- The Bylaws Committee is responsible for preparation and presentation to the membership of any proposed Standing Rules. These rules are generally housekeeping and procedural guidelines designed to supplement and clarify the existing Bylaws, but would be too restrictive in nature to propose as Bylaws themselves.

- The Chair of the Bylaws Committee prepares a newsletter article for each issue of "Behind the Bench."
- The Chair of the Bylaws Committee prepares an annual report recapping the activity of the Committee over the past year and submits it to the President and Chair of the Long Range Planning Committee two weeks prior to the Annual Meeting.

Budget Submission and Financial Responsibilities:

All Committee Chairs will prepare a proposed budget for the following year at least 60 days prior to the Annual Meeting and submit it to the Finance Committee. Care should be taken to include any projected budgetary requirements for projects that are in process that will be completed in the term of the subsequent Chair of the Committee. The Committee Chairs should consult with the Finance Committee and the President-Elect to ascertain any projects anticipated in the coming year that would require any unusual expenditures for a particular Committee, and the President-Elect's input should be sought as to approval of the Conference Planning Committee and Site Selection Committee budgets. The Committee Chairs should also compare their Committee's actual expenditures for the past year with the amount that had been budgeted for that particular Committee so that adjustments can be made for the next year's budget. The proposed budget for the Bylaws Committee for 2009 is \$25 (postage, etc.).