

## **DUTIES OF THE PARLIAMENTARIAN BY-LAWS COMMITTEE CHAIRMAN**

According to the By-Laws: The Parliamentarian shall advise on any question of parliament, procedure when requested. Robert's Rules of Order, Newly Revised, shall be the parliamentary authority.

As a member of the Kansas State Council Board of Directors you have voting power. So shall you a member of the Executive Board. As a board member you are required to maintain a file of your activities together with the materials received from your predecessor to pass on to your successor the close of the annual convention.

### **OTHER DUTIES ASSIGNED**

- a) Attend all four state council meetings, executive board retreat and the annual state convention.
- b) Maintain a file of your work including copies of letters. Include any helpful materials and suggestions, or ideas, for your successor. Do not use legal size paper.
- c) Prepare articles for the *News & Views* when requested and/or other times when appropriate.
- d) Present a bill for expenses to date at each board meeting, with a final bill being presented before the close of the fiscal year May 31.
- e) Present workshops for state convention upon request.
- f) Provide materials to the appropriate chairperson by the date requested for the Kansas State Convention and *Kansas Chapter Handbook* upon request.
- g) Prepare and read the rules governing the meeting (state council meetings--Explanation Voting) and election rules (State Convention), prepare in triplicate, providing one copy each to the President, Recording Secretary and Parliamentarian files.
- h) Serve as chairperson of the By-Laws committee:
  - Publish in the fall issue of the *News & Views* a ONE LINER requesting proposed bylaw changes from the membership to be presented to you no later than December 31.
  - Prepare suggested bylaw changes to be discussed at state council meetings.
  - Present a final draft of proposed bylaw changes at the Winter Council Meeting.
  - Provide the approved draft to the Editor of the *News & Views* for inclusion in the March issue.
- i) Present the proposed bylaw changes at the state convention at a time and place identified in the convention agenda.
- j) Immediately following state convention, prepare an update to the state By-Laws and standing rules that were adopted at state convention. Prepare in a manner consistent with the way the By-Laws have been prepared in preceding years. Insure that this is provided to the newly elected state president for the first board meeting during their tenure. Copies should also be provided for the board members. A copy of the amendments should be mailed to International Headquarters.
- k) Prepare the official ballot to be used for the election of officers at the annual convention.
  - The First Vice President shall provide all candidate information. Space shall be provided for nominations from the floor.
  - Notify the chief teller of the total possible votes and the number of ballots prepared.
  - Be prepared to make or have additional ballots in the event of a tie vote.
  - The Credentials Chairperson shall provide the total possible vote information at the general assembly. Delegates shall pick up all ballots by a specified time prior to voting.
- l) Be available to the credentials chairperson at state convention to answer questions. If you are unable to stay at the credentials desk, they should know where they could reach you for assistance.
- m) You are responsible for the pages, tellers, doorkeepers, and timekeepers at state convention. Write them prior to convention with instructions on their duties, and provide them with the necessary equipment for their jobs. The president shall notify you of these appointments.
- n) Accompany the tellers committee while the ballots are counted. Assistance may be required with counting votes or questions may arise which will need attention.

**(REVISED JANUARY 2013)**