**Parliamentarian**

December 2018 Section 8

**Bylaws: Article VIII, Section 1**

The special appointed officers shall be …Parliamentarian…**appointed by the LWML district President.** She shall:

A. serve a term of four (4) years, or until her successor is appointed, and be eligible for reappointment;

B. be voting members of the LWML district Board of Directors, with the exception of the Parliamentarian and Secretary to the President. The Parliamentarian shall attend meetings in an advisory capacity at the request of the President.

**Article VIII Section 11– Parliamentarian**

The Parliamentarian shall:

A. serve as advisor on parliamentary procedure to the LWML district President, officers and individual members upon request;

B. present a report to each meeting of the LWML district Executive Committee, LWML district Board of Directors and LWML district convention;

C. serve as coordinator for the Structure Committee;

D. be responsible to the District President;

E. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to the office within sixty (60) days;

F. maintain officer guidelines.

**Article XII Section 1, letter A** – Board of Directors

A. The LWML district Board of Directors shall be the elected officers, appointed officers (with

 the exception of the Parliamentarian and Secretary to the President) and zone presidents

**Standing Rules:**

1. The mileage allowance shall be $0.40 per mile. (11-03-2018)

9. The district shall pay lodging for district LWML Board of Directors and committee members on the basis of four (4) per room for district conventions. The deadline for submitting vouchers shall be 10 days from close of convention. Waivers shall be determined by the Executive Committee. (9-20-2014)

1. The Executive Committee and the Editor are authorized to submit a voucher with receipts for up to the amount of one hundred dollars ($100.00) per year for the use of their own computer systems. (9-20-2014)

17. LWML Indiana District members and husbands who use their personal vehicles when transporting LWML guests and speakers must possess a valid driver’s license, drive a licensed and insured vehicle, be covered with appropriate liability and personal injury insurance, and have no history of accidents or serious moving violations over the past three years. (3-13-2015)

18. Any expenditure over $100 within the LWML Indiana District requires approval by the EC prior to purchase. The request should be submitted to their overseeing officer for approval by the EC.

**General Responsibilities:**

1. Attend Executive Committee, Board of Directors, and any other meetings in an advisory capacity at the request of the president.

2. Sit near the presiding officer.

3. Attend workshops on leadership when invited to do so.

4. Attend the biennial convention and advise and assist the President when requested.

5. Answer requests from officers and individual members.

6. Serve as coordinator for the Structure Committee,

7. Be directly responsible to the President for all activities in any area of service.

**Meetings:**

1. Attend meetings of the Executive Committee, Board of Directors and others as needed.
2. Present a written report.
3. Prepare a parliamentary lesson, if President so requests.
4. Review minutes prepared by Recording Secretary, or her sub, prior to submission to President
5. Serve as coordinator for the Structure Committee;
6. Always have available:
* LWML Handbook
* Indiana District LWML Bylaws
* Robert’s Rules of Order Newly Revised
* Materials for President’s convenience such as clips, pens, scissors, small clock

6. Assist in all areas when requested to do so

**Convention:**

Note from Robert’s Rules of Order, Newly Revised, pages 608 and 609

A key consultant in the preparation for a convention should be the Parliamentarian. The Parliamentarian’s most important work may well be performed before the convention opens.

1. Sit next to, or close to, the President

2. Follow agenda very closely with President

3. Read convention rules to assembly at the direction of the President

4. Always have available:

* LWML Handbook
* Indiana District LWML Bylaws
* Robert’s Rules of Order Newly Revised
* Materials for President’s convenience

5. Print the ballots as prepared by the Mission Grants Chairman and the Nominating committee

6. Prepare tally sheets

7. Prepare tellers’ report forms

8. Instruct tellers

9. Supervise protection of ballots until counted

10. Supervise tellers in the counting of ballots on any vote

11. Serve as convention timer, if requested to do so

12. Participate in the unified report, if requested to do so

13. Prepare a written report for the convention manual and submit to manual editor by deadline prior to convention.

14 Serve in an advisory capacity to President, officers, committees and individual members at all times

**Publications:**

May submit articles or tidbit information to the *Indiana District Good News.*

**Files:**

Necessary files and materials should be transferred to the newly appointed parliamentarian as soon as possible.

Note**:** Since this is a special appointed office, it may be subject to change with each new president.