



PARLIAMENTARIAN

ABA Job Description

BASIC FUNCTION

Advises the President and Board members on proper parliamentary procedure as requested. The Parliamentarian is an advisor, without voice or vote, to the Executive Board and as such is expected to attend the meetings, is included on all messages from and to the President and board, and receives all materials given to the members of the Executive Board. The Parliamentarian is expected to attend all meetings of the membership at convention and serve in an advisory capacity as needed.

PARLIAMENTARIAN QUALIFICATIONS

1. Have thorough knowledge of the Bylaws and Standing Rules of ABA and the current edition of Robert's Rules of Order, Newly Revised
2. Be familiar with proper parliamentary procedure and conduct of meetings
3. Have ability and basic skills to access the internet and be familiar with the use of email.

CURRENT PROCEDURES

1. Become familiar with the ABA Bylaws and Standing Rules
2. Review the latest edition of Robert's Rules of Order, Newly Revised. If a copy of the latest edition was not received from the previous parliamentarian, purchase a copy and pass it on to the next parliamentarian
3. Advise the President on proper parliamentary procedure when requested
4. Attend all meetings of the membership and the Executive Board at the annual convention or online to advise President and at any other time at the President's request
5. Although not having formal voice or vote, reply to all motions or letters received from the President
6. Advise the Bylaws Committee, when requested, so conflicts between proposed changes and parliamentary rules can be avoided.

All ABA Position Instructions

(officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of 'no changes' to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31st. Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.



Parliamentarian

(Reviewed March 2023)

Complete and return by email the Discussion Form sent to you by the Secretary no later than one month before convention.

Important information for name and logo copyrights:

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization's name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of *The Bell Tower*sm must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.