

PARLIAMENTARIAN

First Presented During
Texas ALP Leadership Training Workshop
"LEADING THROUGH TRUST"
June 12, 2004 ★ Corpus Christi, Texas
(revised 2018)

A parliamentarian is one who has knowledge of parliamentary law and procedure according to *Robert's Rules of Order Newly Revised* and therefore can assist the association in the orderly conduct of business.

A parliamentarian should be thoroughly familiar with the bylaws and standing rules and should always have these documents on hand at every meeting (as well as *Robert's Rules of Order Newly Revised*).

Chapter parliamentarians should have copies of the chapter and state bylaws and standing rules.

State parliamentarians should have copies of the bylaws and standing rules for the state association and each local chapter within the state.

Good procedure is based on sound principles and respect for all individuals. Only the minimum amount of parliamentary procedures is necessary to assure fairness.

When a subject is introduced as a main motion, it must be disposed of before another main motion can be introduced. Only one member may speak at a time, and the member must limit her remarks to the immediately pending motion. A quorum must be present before business can be transacted.

A majority vote is required to pass most motions; a two-thirds vote is required for motions that deprive members of their rights, such as to change the rules of debate or to cut off debate.

Personal remarks and name calling are out of order. The issue should be debated, not the person who proposed the motion.

Once an issue is decided, it may not be brought up again in the same form during the same session. However, some motions may be brought up by reconsidering the vote taken on the motion.

The parliamentarian counsels the president, the executive committee, the board of directors, and the membership on parliamentary procedures.

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