

## PARLIAMENTARIAN

- Be knowledgeable about the basic principles of parliamentary procedure and the District's governing documents and procedures.
- Advise the Governor and other District Officers on questions pertaining to Parliamentary procedure.
- Meet with the Governor, as requested, prior to a meeting to confer on agenda items and questions that may arise relating to parliamentary procedure.
- Attend all District Board meetings. (The parliamentarian should be assigned a seat near the Governor for easy consultation.)
- Participate in discussions only as directed by the Governor. The parliamentarian does not make motions, speak in debates or vote.
- Study issues as requested by the Governor or other District Officers and give adequate time for consideration of the issues.
- Contribute to District Service Bulletin (DSB) as assigned.
- Conduct the delegates/alternate session at the annual Conference.
- Assist with the line-up at the Opening Session of the annual Conference.
- Prepare and present resolution at Closing Business Session of the annual Conference.
- Maintain a record of duties performed during the term of office to act as a guide to a successor.