



Valley Quilters Guild

Parliamentarian Duties

PARLIAMENTARIAN SHALL:

1. Assure that proper parliamentary procedure is followed at all meetings.
2. Be versed on Roberts Rules, and have the book present at all meetings.
3. Attend all membership and board meetings, as she/he is able.
4. Arrive at the membership meeting at least 30 minutes prior to the social hour; 6:00 p.m. general membership meetings and 5:30 p.m. special membership meetings (May, Jul, Oct, Nov).
5. Be familiar with the Guild's current Bylaws and Standing Policies and be responsible for keeping them up to date. She/he will ensure that current copies of the Bylaws, Standing Policies, Committee and Committee Chair guidelines and job descriptions are available in the Guild library, and/or the Guild website.
6. Chair and organize a Nominating Committee, consisting of three guild members, to solicit Guild members for elective positions on the Executive Board. (President, Treasurer, Parliamentarian and Historian are elected in even numbered years and Vice-President, Secretary and Librarian are elected in odd numbered years.)
7. Make Executive Board and Committee Chair job descriptions available to the members at the June and July membership meeting
8. Provide a list of nominees to the Executive Board at the August board meeting.
9. Present a list of nominees (and introduce them) to the Guild members at the September membership meeting.
10. Provide a list of nominees to the Newsletter Editor for inclusion in the September and October Newsletters to be distributed to Guild members.
11. Preside over the October election to make sure Parliamentary procedure is followed.
12. Present the newly elected Executive Board members to the membership after the October elections.
13. Label all VQG property held off site as property of VQG and provide to the guild secretary contact information for guild member designated to retrieve the property in case of emergency, or as needed by the guild.
14. At the end of her/his term, pass all pertinent information to the new Parliamentarian.