

NAKHE PARLIAMENTARIAN OPERATING CODE

I. APPOINTMENT AND TERM OF OFFICE

- A. The parliamentarian shall be appointed annually by the in-coming NAKHE President
- B. The parliamentarian may serve successive terms if a re-appointment is offered and accepted.

II. DUTIES AND RESPONSIBILITIES

- A. Be familiar with Roberts' Rules of Order, and assure that a copy of these rules is available at every meeting where the parliamentarian assists the presiding officer.
- B. Attend the Annual Business meeting of the Association and all meetings of the Board of Directors
- C. Distinguish the voting members, who are present, from non-voting invited participants or guests, including NAKHE committee chairpersons or presidential appointments at Board of Directors' meetings.
- D. Establish, at the beginning of each meeting, the number of participating voting members which constitute a quorum for NAKHE Business Meetings and at Board of Directors' meetings.
- E. Monitor the filing of written motions on printed motion forms at the time signed by the motion maker and seconder of the motion and including the official NAKHE position represented by those individuals.
- F. Confirm the voting count for an election, or on a motion, when assistance is requested by the presiding officer.
- G. Act as the timekeeper for the presiding officer on portions or all of the agenda when a time restraint for discussion has been designated during official NAKHE meetings.
- H. Interpret the Rules of Order and advise the presiding officer, who shall have the responsibility for the decision.
- H. Review and submit operating code changes to Bylaws Chair by June 1 each year. All additional operating code changes should be submitted by November 1 to update committee operating codes for annual committee meetings at January association meeting. Bylaw changes must be submitted to By Laws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.

***** All receipts for expenses from this Committee must be submitted to the executive director no later than February 1st from the previous fiscal year which ends November 30th.**

Edited by Gloria Napper-Owen, July 2008; Block 2009; Sampson Moore, 2012