

## **PARLIAMENTARIAN Guidelines**

### **MEMBERS**

Parliamentarian

### **PURPOSE**

The Parliamentarian's role in a meeting is, as a consultant, to advise the presiding officer on matters of parliamentary procedure.

### **SPECIFICS**

Article IX of the Kent Garden Club Constitution states, "Roberts Rules of Order shall govern all deliberations of this club." As a reference, the Parliamentarian should have access to a current edition of Robert's Rules of Order. The concept of parliamentary law is the body of accepted rules and practices of deliberative assemblies. A deliberative assembly follows these general rules:

- To act together in the name of the group and make decisions after discussions of the pros and cons. The majority gives the minority full opportunity to present its case and increase its number to a majority.
- Meetings are attended in one physical location where all the participants can hear each other. Members must be able to participate simultaneously in the discussion.
- Members are free to use their own judgment in connection with making group decisions. Each member's vote counts the same.
- Members do not have to quit or resign if they do not concur with the final decision.
- There are rules protecting the rights of absentees and there is a requirement for a quorum of participants to be present before action is taken in the name of the group.

### **PROCESS**

Parliamentary procedure is based on parliamentary law. Specifically, parliamentary procedure is the law you follow, along with Kent Garden Club Constitution and Standing Rules.

- The office of Parliamentarian is filled every two years by Membership vote for a two-year term.
- Much of a Parliamentarian's work is done outside of the meeting, helping the presiding officer/chair prepare for the meeting by knowing the rules.
- The Parliamentarian's job is to advise the presiding officer/chair and give an opinion when asked. But the sole responsibility for ruling on a point of order or answering a parliamentary inquiry lies with the chair.

### **CLUB BENEFIT**

To affect a fair and consistent application of rules for club governance.

### **MEMBERSHIP BENEFIT**

Orderly and consistent application of rules so that all members may express opinions on topics in relation to Kent Garden Club's organization and activities.

### **COMMUNITY BENEFIT**

N/A