

Parliamentarian

Purpose:

This individual's role as Parliamentarian is to assist and support the President in maintaining order and adhering to the governance and policies of COAHPERD. This individual is a non-interventionist.

Organization:

This individual shall assume office following the State Convention every year. This individual should have an understanding of the missions of both AAHPERD and COAHPERD. This individual must be knowledgeable of current Sturgis and/or Roberts Rules of Order, as determined in the By-laws. This individual is a non-voting, appointed member of the Executive Board.

Responsibilities:

1. Attend all Executive Board meetings.
2. Assist the President with meeting procedures.
3. Assume the role of Parliamentarian during the Executive Board meeting.
4. Sit in the designated area for visual access to the President.
5. Be available to confer with the President as needed.
6. Be available to meet with the Executive Board at meetings whenever needed, as assigned by the President.
7. Assist with the coordination of motions and resolutions as requested.
8. Assist with the election and voting procedures.
9. Provide full support for the Executive Board in all matters related to the conference and meeting.
10. Perform other duties as designated by the Executive Committee.
11. Submit items for silent auction and or other fundraising efforts.
12. Preside at a minimum of two sessions at the convention.
13. Actively engage in convention duties and responsibilities.