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PARLIAMENTARIAN

The parliamentarian maybe appointed by the president or elected as outlined in your bylaws. During regular meetings, the parliamentarian sits at the right hand of the president for consultation purposes. Parliamentary Procedure is used in PTA so that order may be maintained, business can be expedited, all will have the opportunity to be heard, and the purposes for which PTA exists can be accomplished. The bylaws of the National, Ohio, council and local association all provide that Robert's Rules of Order Newly Revised shall be the parliamentary authority.

MAJOR RESPONSIBILITIES OF A PARLIAMENTARIAN:

- **TO REVIEW AND STUDY** the unit's bylaws and standing rules so you are very familiar with the organization of the association;
- **TO ASSIST THE PRESIDENT** in preparing for meetings, if requested;
- **TO ADVISE THE PRESIDING OFFICER** on questions of parliamentary procedure when requested. Parliamentarians to not "rule," they advise. The chair is the only office to give a ruling;
- **TO KEEP TRACK** of motions, amendments, voting results, etc. during meetings to assist the presiding officer;
- **TO ENCOURAGE** attendance at parliamentary procedure courses when offered by a council, district or the Ohio PTA;
- **TO ACCEPT RESPONSIBILITY IN THE FOLLOWING AREAS:**
 - Bylaws and Standing Rules
 - Parliamentary Authority
 - Policies and Procedures
 - Meetings
 - Nominating Committee
 - Election of Officers

SUGGESTIONS TO MAKE YOUR JOB EASIER:

BYLAWS AND STANDING RULES:

The bylaws are specific rules by which the unit is governed and they supersede any general rule of parliamentary law with which they may be in conflict. They may not be suspended, even with a unanimous vote. Any action contrary to the unit's bylaws is null and void and should be so stated when discovered. Standing Rules are adopted as needed and deal with the administrative procedural details of the unit.

As a unit of the National organization, the local association is also covered by the National PTA Bylaws, as well as by the Ohio PTA Bylaws and the council bylaws (if council exists). A unit's bylaws may not be in conflict with State or National Bylaws.

RESOURCES:

- Robert' Rules of Order Newly Revised
- Ohio PTA Incoming Officers Guide
- National PTA Annual Resources for PTAs