2/6/2022

**PARLIAMENTARIAN**

**TERM:** 2 years

The Parliamentarian shall:

* Assure the proper parliamentary procedure and bylaws are followed at all meetings
* Serve on the Bylaws Committee
* Attend all board meetings
* Be prepared to give a progress report at each board meeting and as necessary at general meetings
* Write and post parliamentary news to the website and newsletter
* Keep available, and be familiar with: Bylaws of the Santa Clara Valley Quilt Association (SCVQA) and Robert’s Rules of Order
* Form a committee to assist in the duties of the Parliamentarian. It is recommended there be three people in this parliamentarian group separate from the Nominating Committee for the following reasons:
  + backup if Parliamentarian is not available at a meeting
  + consultation if a question arises about procedure
* Provide and count ballots when necessary
* Keep an accurate record of expenses
* Present a budget for the position and committees to the Treasurer each fiscal year by the first of August
* Send updated documents to the Historian for archiving
* Create standing rules and/or make necessary changes to current rules as approved by the board
* Responsible for the Bylaws Committee, and as such shall:
  + review the Bylaws with the President and First Vice-President
  + make necessary changes to be presented to the board for discussion and revision
  + make final copies of the Bylaws to be presented to the board for approval
  + email a copy to the Webmaster for publishing on the SCVQA website
* Responsible for chairing the Nominating Committee, and as such shall:
  + become familiar with office candidates by attending meetings/functions of the SCVQA
  + consult with committee chairmen
  + form the Nominating Committee no later than February of the current year with the advice and consent of the board
  + no Nominating Committee member shall serve two consecutive years, except the Parliamentarian
  + advise the President of the Nominating Committee members

Record Retention Requirements:

Retain Internal Reports for 3 years

Discard internal reports greater than 3 years old