



EXECUTIVE BOARD

PARLIAMENTARIAN

PURPOSE: TO MAINTAIN ORDER DURING PTSA MEETINGS

- Obtain, study and keep at hand, during all meetings, a copy of Robert's Rules of Order, Newly revised, for ready reference.
- Study the bylaws of the association. Have a copy at hand at all meetings.
- Read the information for parliamentary procedure in the National PTA Handbook.
- Cooperate with the recording secretary in seeing that everything is recorded in the minutes that pertains to actions taken by the association.
- Although it is not absolutely necessary to know all of the rules, basic knowledge and a copy of the governing authority will suffice.
- Coordinate the Nominating Committee in February and make arrangements for the election of the nominating committee at a PTSA meeting in February or March. Post the slate of officers for the next school year for 10 days prior to the election which is held during a fine arts program in April. Participate in installation of officers in May.