

PARLIAMENTARIAN

Revised – July 2012

1. *Advise the board and others on parliamentary questions concerning the Oklahoma State Council when requested by the President.*
2. *Write short articles for the December/January and February/March issues of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Request suggestions for changes to the bylaws and standing rules be submitted to you by March 1.*
3. *Within five days following convention, the outgoing Parliamentarian sends a complete set of revised bylaws to incoming Parliamentarian. Within ten days following convention, send a complete set of revised bylaws to the State President and the Directory Chairman.*
4. *Prepare copies of all proposed bylaw amendments and distribute to the Board members for their approval at the March Board Meeting. After Board approval is received, submit proposed amendments for publication in the April/May issue of the Petticoat Journal. You will need to make special arrangements with the editor for an extension of the deadline date.*
5. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
6. *Refer to the STATE CONVENTION POLICIES and PROCEDURES section. During First General Assembly, present Convention Rules and move to be approved as read. Also, be prepared to present proposed amendments to bylaws and standing rules during First General Assembly and move to be approved as read.*
7. *Coordinate any changes in the Convention rules with the President by March 1.*
8. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
9. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. At this time, turn all files pertaining to this office over to the incoming Parliamentarian, with the exception of those necessary to accomplish any revisions. Any items retained for this purpose shall be forwarded to the incoming Parliamentarian, along with the completed set of revised bylaws.*