

THE ROLE  
OF THE

*Parliamentarian*

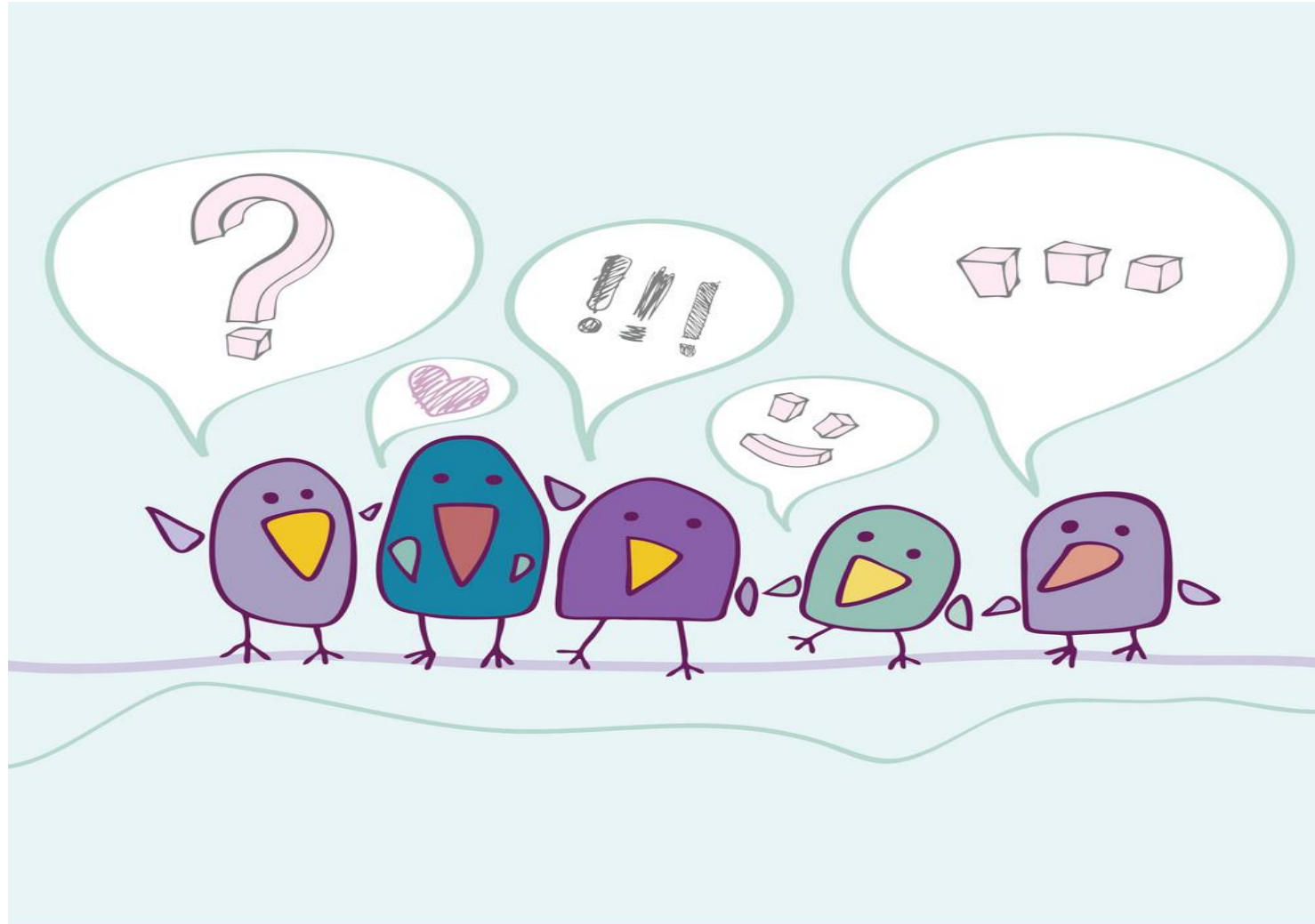


You are now the Parliamentarian of your unit!  
Just what is the role of the Parliamentarian?

## Parliamentarian

- The parliamentarian shall assist the chairperson in conducting the meetings in an orderly manner, serving as procedure advisor to the Chairperson.
- The parliamentarian shall be a member with knowledge of parliamentary procedure, Robert's Rules of Order, and the council/committee's bylaws.
- The parliamentarian shall facilitates in the functioning of the committee
- **Parliamentarian shall resolve questions of procedure, often with the help of “Robert’s Rules of Order” or similar guide**

# ROBERT'S RULES OF ORDER



# The Beginning

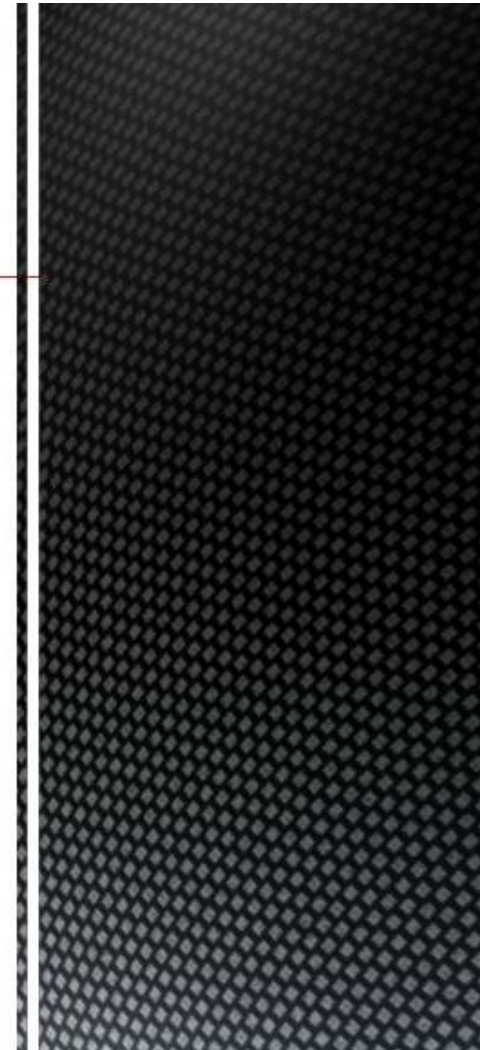
- Almost 150 years ago, in 1876, US army officer Henry Martyn Robert created [Robert's Rules](#) to help churches and organizations run their meetings fairly. The rules were inspired by the senate procedure at the time. The fundamentals of the rules were to:
  - Give all members an equal opportunity to have their voices heard.
  - Use the majority rule.
  - Protect the rights of all members.
- Today, Robert's Rules (which has since undergone many updates and new editions based on usage, feedback and modernization) is the most widely used set of rules for parliamentary procedure in the US. As such, it's also been adopted globally for school PTA meetings, board meetings and non-profit businesses alike. The latest edition is [Robert's Rules of Order Newly Revised](#) – also known as RONR – which was published in September 2020.



# Parliamentary Procedure

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Making meetings more effective

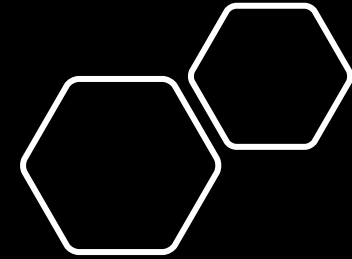


What can you do to make your meeting run more efficiently?



## ***BEFORE THE MEETING:***

- Schedule your meeting
- Schedule some prep time
- Set some talking points
- Share the agenda
- Ask your teammate for their input
- Gather relevant information
- Set reminders
- Review meeting information



# Basic Parliamentary Procedure

A set of rules for conducting an organized meeting.



I attended a training session given by Chris Dickey, the Auxiliary's Parliamentarian.

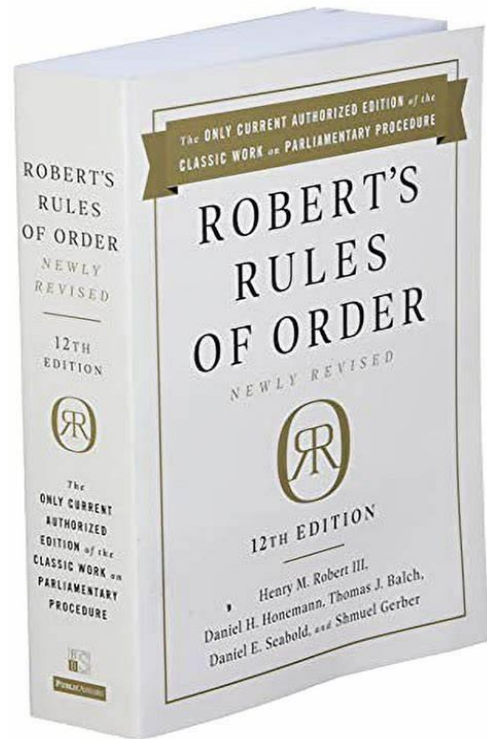
Here is what she suggested for the Order of Business after the opening of the meeting.

## The Order of Business

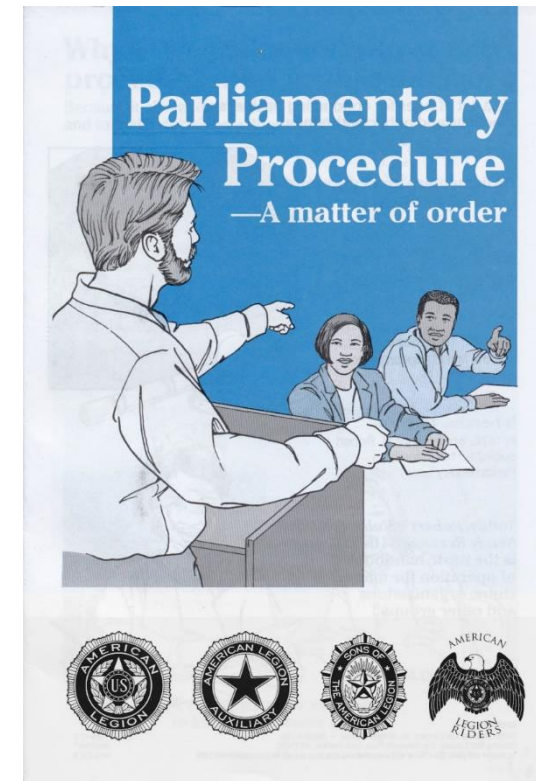
- Reading and approval of minutes – approves the record of actions taken at previous meeting.
- Reports of officers and standing committees – considers actions as recommended by an officer or committee. Any correspondence received should be read if not distributed prior to the meeting. A financial report is made at every meeting.
- Reports of special committees – considers actions as recommended by a group formed for a particular purpose.
- Special orders – considers items that were made special orders for this meeting or items required to be taken up at this meeting by provision in the bylaws.
- Unfinished business and general orders – considers items not reached when the last meeting adjourned or items postponed to this meeting.
- New business – considers actions proposed by members.

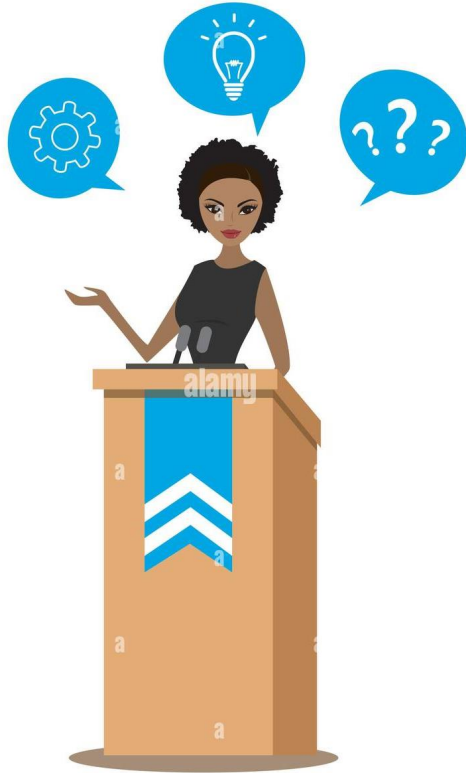


for more information purchase Robert's Rules of Order book so that you can always find information on any question you may have.

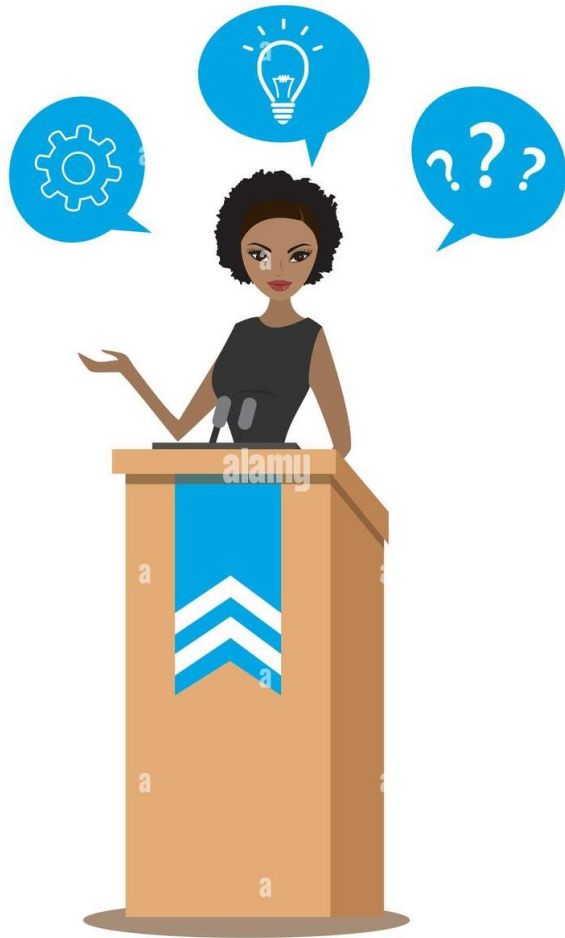


The American Legion Auxiliary National web site has all kinds of information about Parliamentary Procedure. They have a booklet for you to order from the National website that some good information about Parliamentary Procedure. ([alaforveterans.org](http://alaforveterans.org))





- Remember
- A Parliamentarian is to be seen and not heard but always available should questions arise.
- A Parliamentarian is a consultant who advises the presiding officer and other officers, committees, and members on matters of parliamentary procedure.
- A good parliamentarian is – impartial – knows the rules – helps members learn the rules – and continues to develop her own knowledge.



# Questions?

- Visit my Tri Fold for more information about Parliamentary Procedure.
- Visit the National website ([alaforveterans.org](http://alaforveterans.org)) for information.
- Go on the internet ask for Robert's Rules of Order for even more information.

It is difficult to find another branch of knowledge where a small amount of study produces such great results in increased efficiency in a country where the people rule, as in parliamentary law.

Henry M Robert

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