

## PARLIAMENTARIAN

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- Attend all meetings / functions listed as required.
- Advises the President, officers, and members of GCDTA on matters of parliamentary procedure, the organizations bylaws, and standing rules.
- Sit in a designated or close area for visual access to the President or the Chair during meetings.
- Facilitate the transaction of business and promote cooperation and harmony within the organization.
- To provide all members equal rights, privileges, and obligations.
- Assures that the majority has the right to decide.
- Assures the minority's rights are protected.
- Advices and consults only—has no decision making authority.
- Non-interventionist that assists and supports the President or Chair in maintaining order and adhering to time schedules in meetings as approved by the Board or membership.
- Be available to confer with the President as needed.
- Be available to meet with the Board at meetings whenever needed, as assigned by the President.
- Assist with the coordination of motions and resolutions as requested.
- Assist with elections and voting procedures.
- Other services as determined by the President.
- Provide any additional support as requested by the Board in all matters related to the duties of the Parliamentarian.
- The only time a Parliamentarian would speak to the board and/or membership directly is when asked by the President or Board Members.