

## What is a parliamentarian?

- A parliamentarian is a consultant to the president.
- The role of parliamentarian is purely an advisory and consultative one since parliamentary law gives the chair alone the power to rule on questions of order or to answer parliamentary inquiries.
- The parliamentarian can only speak to the assembly if the president makes such a request.

## What can the parliamentarian do?

The parliamentarian shall:

- Attend all meetings of the association and of the executive board and give necessary advice in parliamentary procedure when requested.
- Call the first meeting of the nominating committee, conduct election of chairman and give instructions in procedure, and may be contacted for additional information, if needed, and shall attend meetings of the nominating committee only if elected to serve as a member of the committee.
- Chair the bylaws committee and review bylaws and standing rules annually.
- Be entitled to all rights and privileges of membership including the right to make motions, debate and vote.

## How does the parliamentarian assist the president?

- Study PTA bylaws and standing rules, *Robert's Rules of Order, Newly Revised* and other parliamentary resources.
- Teach the president, executive board and members how to use parliamentary procedure.
- Listen carefully to all meeting proceedings.
- Keep a list of members wishing to speak to an issue.
- Answer parliamentary questions as needed.

