

DEPARTMENT PARLIAMENTARIAN'S INSTRUCTIONS

Reviewed 2024

Section I – General Information

1. If changes to the National Constitution or National Bylaws have been made during the National Convention, you will download them from the National Website after the changes have been incorporated. If changes have been made to the National Manual, the Executive Secretary will order one for your file as this is not put on the National Website.
2. You will download the current Department Bylaws and Standing Rules from the Department website and familiarize yourself with them. The Executive Secretary will purchase a new copy of Robert's Rules of Order if your copy is outdated.
3. You are an aide to the President, Department Officers and the Convention Body and will render an opinion only when called upon.
4. You must submit a copy of the Convention and Election Rules to the Executive Secretary no later than twenty-one (21) days prior to Convention or as soon as you have them ready.
5. You may be asked to assist when there is interest in starting a new Auxiliary or when an Auxiliary is disbanding and forfeiting their Charter.
6. You shall have all the rights and privileges as the other Department Officers.
7. When you receive the Parliamentarian Files, you will note there is a Pertinent Information file. This file stays intact and nothing is to be removed.
8. You will maintain a current chart of all Local and District Bylaws and Revalidation due dates and provide copies to the Department 1st Vice President and Executive Secretary by April 1.
9. You are to receive all completed revalidation forms from all Local and District Auxiliaries.
 - a. Send copies of these completed revalidations to the Executive Secretary as well as the Department President and 1st Vice President.
 - b. District Presidents should receive copies of the revalidations of the Local Auxiliaries within their District.

Section II - Officers, Officers Instructions and Local Instructions

1. The President and/or the Personnel Chairman may ask you to assist her if an Officer is derelict in her duties.
2. The individual Officer's instructions will be reviewed by you and the Department President to make sure they are not in conflict with any new National or Department Bylaws or Standing Rules.
3. You will be responsible for making any authorized revisions, corrections or deletions to the Officers' Instructions. Individual Officers are responsible to advise you, in writing, of any changes they feel should be made to their instructions by January 1. You will request the changes at the Spring SEC meeting.
4. You shall revise the Officer's Instructions with any changes made at the Spring SEC meeting and e-mail them to the Department webmaster and she shall post them to the Department website.

Section III – SEC and Convention Duties

1. You shall record all motions made during the SEC meetings and the Department Convention
2. You will review the SEC and Department Convention meeting minutes to ensure all motions have been properly recorded. Request discrepancies be corrected before minutes are approved for distribution.
3. You shall receive a copy of any recommendations proposed by a Committee for the Convention body.
4. You are the Chairman of the Bylaws/Resolutions Committee. The President, with approval of the SEC, **will appoint fourteen (14) members** to serve on this committee.
5. You will act as Chairman for your committee meeting at Convention. The time of the meeting and meeting room information is on the Convention Agenda. You will send out a meeting reminder to all members of your committee who were approved by the SEC.
6. After your committee meeting at Convention:
 - a. If there are recommendations to be voted on by the Convention body, your report must be given to the Executive Secretary who will make copies to be distributed on the Convention floor one (1) day prior to voting on the changes.

- b. If there are no recommendations to be voted on by the Convention Body, give the Executive Secretary a copy of your report after it has been read on the Convention floor.

7. You are an ex-officio member of all committees.

Section IV – Bylaws and Resolutions

1. The NEC Woman shall submit to the National Parliamentarian resolutions in duplicate, typewritten, bearing Department identification and shall be signed by the Department President and NEC Woman.
2. Districts shall submit three (3) copies of their bylaws and locals shall submit four (4) copies of their bylaws for approval every three (3) years. They shall be signed in black ink. You will mail one copy to the District/Local, one copy mailed to the Department President and keep one copy for your file. (2/2022)
3. If changes have been made to the Department Bylaws and/or Standing Rules at an SEC meeting or Department Convention, you shall submit them to the Department Webmaster to be put on the Auxiliary website. The changes to Department Bylaws and Standing Rules are to be updated once a year.
4. The outgoing Parliamentarian shall be responsible to re-type the Department Bylaws, if any changes have been made at the Department Convention.
 - a. They shall be submitted to the National Parliamentarian in duplicate, including a separate page indicating where changes are within the Bylaws.
 - b. They shall be signed by the outgoing Department Parliamentarian and sent in duplicate within 30 days after adoption to the National Parliamentarian for approval at which time they shall become effective. Include a cover sheet explaining where the changes have been made.
 - c. After approval, they shall be forwarded electronically to the Department Webmaster to be put on the Auxiliary website. Bylaws that are updated to conform to National Bylaw changes need not be submitted to the National Parliamentarian for approval. (2/2022)
5. The National Constitution, Bylaws, Department Bylaws, Standing Rules and Robert's Rules of Order, Newly Revised, contain pertinent information for the Parliamentarian.