

## **STATE COUNCIL PARLIAMENTARIAN**

### **PURPOSE:**

The purpose of this policy is to set forth guidelines to assist the Parliamentarian of the Pennsylvania State Council of Lions Clubs as to his/her duties and responsibilities.

### **GENERAL:**

1. The State Council Parliamentarian for MD 14 shall be appointed at the District Governor Elect Preliminary meeting. The Parliamentarian term will begin to coincide with the date that the District Governors are officially installed. The Parliamentarian will serve a one year term and may be reappointed to the position.
2. The Council Parliamentarian shall:
  - a. Be a Past International Director, or;
  - b. Be a Past District Governor who has been a member of a District or State Constitution and By-Laws Committee;
  - c. Have a knowledge of the current LCI and MD 14 Constitution and By-Laws, the MD 14 Policy Manual, and Robert's Rules of Order.
3. The duties and responsibilities of the Council Parliamentarian are:
  - a. To advise the Council of Governors on matters of procedure and constitutionality.
  - b. To have a working knowledge of the LCI Constitution and By-Laws and the MD 14 Constitution and By-Laws and Policy Manual.
  - c. To become familiar with Parliamentary Procedure using Robert's Rules of Order, Newly Revised Latest Edition.
4. The Council Parliamentarian shall attend all of the State Council of Governors Meetings, the State Convention and, whenever possible, the meetings of the MD 14 Constitution and By-Laws Committee.
5. Expenses for the Council Parliamentarian will be subject to the Pennsylvania General Reimbursement Policy to the amount budgeted for the position.