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**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**PARLIAMENTARIAN**

As Parliamentarian, you are to advise the President regarding procedures in all meetings of the Colorado State Council (CSC). You prepare amendments to the CSC Constitution, By-Laws and Standing Rules for approval by the membership. You will prepare Rules of Convention for all state meetings. You will also fulfill all duties of both the Executive and General Boards. You will also serve on the By-Law and Guideline Committees.

1. Refer to CSC Constitution, By-Laws, and Standing Rules for all duties, **please read the complete document**

II. Parliamentary Rules (Golden Rule with common sense and courtesy) purpose:

A. Expedite business

B. Maintain order

C. Ensure justice

D. Equal treatment for all members

E. Help the organization accomplish their purpose

III. Assist President:

A. At all meetings, be ready to advise the President on procedures.

B. Have available for reference both IC and CSC By-Laws and Standing Rules and a copy of Robert’s Rules of Order, Newly Revised.

C. Be prepared.

IV. By-Laws:

A. By-Laws have a direct bearing on the rights and duties of all members of a society, whether present or absent from the assembly.

B. By-Laws may only be amended at the CSC Convention every even year.

C. Review the minutes of the past year for any action items concerning By-Laws; submit them with amendments.

D. The membership may submit amendments by December 15 every even year.

E. Amendments shall be reviewed first by the By-Law Committee, appointed by the President, and prepared for presentation to the CSC.

1. All proposed changes shall be in a form that lists the By-Law as it presently reads, proposed to read, and the reason for the change.

2. Submit proposed amendments to the Web Team for posting on the CSC Website by February 1 and to the *Golden Lamp* Editor for publishing in the February issue.

3. Proposed By-Laws shall be read at the both the CSC Spring Board meeting and the CSC Convention First General Assembly.

F. Adoption of Amendments at Convention. The Parliamentarian shall read the proposed amendment and move to adopt. The President will call for discussion and vote (No second is needed when coming from a committee).

G. Prepare a copy of the revised By-Laws and submit a copy to the newly installed President, President-Elect, Parliamentarian and Web Team by June 15 or thirty (30) days after the close of the CSC Convention.

V. Standing Rules:

A. Standing rules are rules that relate to the details of administration rather than parliamentary procedure. They are adopted when a need arises.

B. Review the minutes of CSC meetings for additions to the Standing Rules.

C. Standing Rules may be amended or rescinded at any CSC General Board meeting.

D. Update the Standing Rules and submit to the President, President-Elect, and the Web Team fifteen (15) days after any meeting of the CSC General Board.

VI. Rules of CSC Meetings and Convention:

A. Confer with President, President-Elect and Junior Past President.

B. Rules shall cover voting procedures during the CSC meetings and CSC Convention General Assemblies; they may be revised annually.

C. Review Zoom etiquette procedures; advise the membership at the beginning of the Zoom meeting.

D. Rules will be read and voted on after the meeting is called to order.

VII. Reporting:

A. **Contact your Lamplighter Advisor and the previous officer.**

B. Prepare two copies of your report for all State meetings; one copy for the Recording Secretary and one copy for your files.

C. Email revised By-Laws and Standing Rules to the newly installed President, President-Elect, Parliamentarian and Web Team.

D. Prepare articles for the *Golden Lamp,* as needed, per schedule.

E. Write chapter in-service letters.

F. Make recommendations to pass on to your successor.

VIII. Sunday morning Officer’s meeting:

A. Attend meeting called by the newly installed President.

B. Pass all files, stationery, etc. to your successor.