

DEPARTMENT PARLIAMENTARIAN'S INSTRUCTIONS

Article 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 The Executive Secretary will purchase a new copy of Robert's Rules of Order if your copy is outdated.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 aid 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 Department 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.

Article II - Officers, Officers Instructions and Local Instructions

1. The President 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.

Article III – SEC and Convention Duties

1. You shall record all motions during the SEC meetings and the Department Convention.
2. You shall receive a copy of any recommendations proposed by a Committee for the Convention body.
3. 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.
4. 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.
5. After your committee meeting at Convention:
 - a. 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.
6. You are an ex-officio member of all committees.

Article IV – Bylaws and Resolutions

1. The NEC Woman shall submit to the National Parliamentarian resolutions from the in duplicate, typewritten, bear 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 all copies with your signature to the Department President for her signature, along with envelopes addressed to who they go to; with one copy being returned to the District, one copy kept by the President and one copy returned for your file.

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. They shall be submitted to the National Parliamentarian in duplicate, including a separate page indicating where changes are within the Bylaws. They shall be signed by the outgoing Parliamentarian and outgoing President and sent within 30 days after adoption, for approval at which time they shall become effective. 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.
5. The National Constitution, Bylaws, Department Bylaws, Standing Rules and Robert's Rules of Order, Newly Revised, contain pertinent information for the Parliamentarian.

Article V – Revalidations

1. You will receive the Local Auxiliary Revalidation forms from the local Auxiliaries, postmarked thirty (30) days prior to the Department Convention. You will review them to make sure all items are filled in as required, along with proof of filing Form 990 or e-postcard.
2. When only one copy of the Revalidation is received from the locals or Districts, make one (1) copy of each Revalidation form – front and back.
 - a. Original to National Headquarters.
 - b. One copy is for your files.
3. When you receive the Revalidation, scan it and send a copy via email to the Executive Secretary and Department 1st Vice President so they have the new officer information for the local Auxiliaries.
4. Keep the Department President, 1st Vice President and Secretary updated of which local Auxiliaries are in good standing or not in good standing.
5. The outgoing Parliamentarian is to contact any Auxiliary by letter or email, which is not properly revalidated BEFORE the Department Convention. Copies of the letters and/or e-mails shall be placed in the file for the incoming Parliamentarian so she can do any follow-ups, as needed.