

SANTA CLARA VALLEY QUILT ASSOCIATION
DIRECTORS: PARLIAMENTARIAN (Updated 9/2/13)

TERM: 2 years

The Parliamentarian shall:

- Assure that the proper parliamentary procedure and the bylaws are followed all meetings.
- Be on the Bylaws Committee.
- Chair the Nominating Committee.
- Attend all board meetings and be prepared to make a progress report at each Board meeting and as needed at general meetings.
- Write and post parliamentarian news to website and newsletter.
- Keep available (and be familiar with) at all meetings: Bylaws of the Santa Clara Valley Quilt Association (SCVQA) and Roberts Rules of Order.
- Form a committee to assist in the duties of the Parliamentarian. It is recommended that there be three people for this parliamentarian group separate from the Nominating Committee for these reasons: (a) Backup if Parliamentarian is not available at a meeting and (b) Consultation if a question arises about procedure.
- Be responsible for providing and counting ballots when necessary.
- Keep an accurate record of expenses.
- Present a budget to the Treasurer for your position/committee for new fiscal year by August first.
- As needed, send updated documents to Historian for archival.

BYLAWS COMMITTEE

- With the President and First Vice President, review the Bylaws.
- Make the necessary changes to be presented to the Board for discussion and revision.
- Make final copies to be presented to the Board for approval.
- Email a copy to the Webmaster to publish on the web for members to read.

STANDING RULES

- Create stand rules and/or make the necessary changes to be current rules as approved by the board.

NOMINATING COMMITTEE

The Parliamentarian shall:

- Become familiar with people who are qualified for office by attending meetings and functions of the SCVQA throughout the year and by consultation with committee members.
- Form a Nominating Committee no later than February (so that they have time to become familiar with qualified people) with the advice and consent of the Board, consisting of five (5) active members with no more than two (2) being from the Board.
- No nominating committee member shall serve two (2) consecutive years except the Parliamentarian - (as stated in previously written job description).
- Advise the President of SCVQA the names of nominating committee members.

The Nominating Committee shall:

- At the direction of the Parliamentarian, interview possible board member nominees.
- Submit its slate of candidates for each open position to serve on the Board of Directors by the May Board of Directors meeting.
- The list shall be filed with the Recording Secretary, published in the June Newsletter, announced at the June and July membership meeting.
- Election of Directors shall be at the July and August general meetings and may be by voice or written ballot.
- The president is not an ex-officio member of this committee.