



## **Parliamentary Procedure Training: Role of Parliamentarian**

The specific language describing the role of the parliamentarian varies by the bylaws of the community board.

For the purposes of your community boards, the parliamentarian is a member who has been elected or appointed (refer to your bylaws) who provides advice or counsel on matters of parliamentary procedure.

HOWEVER, in all variations, *the Duties of the Parliamentarian is:*

- **Advisory (During the meeting):** Advise Chair in responding to point of order, appeals, parliamentary inquiries, and request for information
- **Consultative (All other times):** Consult with and advise on meeting procedures, with Chair, President/Officers, Committees, and/or Members

**NYC Community Board bylaws gives the CHAIR ALONE the power to rule on questions of order or to answer inquiries.**

### **ADVISORY (DURING THE MEETING)**

- Give parliamentary *advice* to the Chair because only the Chair can rule on the proper applications of the rules.
- Procedurally, the Chair initiate the request for *advice/counsel* from the Parliamentarian who expresses his/her opinion directly to the Chair.
- However, Parliamentarians should not wait to be ask for *advise* especially if members' right are being violated as might be too late.
- The CHAIR then has the duty to make a final ruling and in doing so the Chair may either follow or disregard the *advice* of the Parliamentarian.

As such, the Parliamentarian should be seen but not heard unless directed by the Chair to address the assembly, which can be avoided with proper planning to anticipate issues and establish method of quick clear and seamless communication during the meeting.

*(TIP: To facilitate this exchange of advice/counsel between the Chair and Parliamentarian, it is advised that the Parliamentarian should be seated next to the Chair or have established some means of seamless back-channel communication.)*

### NOTE:

*The Chair can ask the Parliamentarian to give an explanation directly to the board members but as seldom as possible and only the most complex matter.*

- As the Chair, if you want additional personal counsel from the Parliamentarian, simply ask the group to Stand at Ease.
- However, if you really think the Parliamentarian would best provide the explanation to the assembly, then do so to avoid any misinformation or embarrassment.



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### ***CONSULTATIVE (ALL OTHER TIMES)***

- There is no set rule for the number of additional functions a parliamentarian may be asked to perform especially as an appointee – which could include teaching classes.
- The Chair and Parliamentarian should discuss the agenda and any issues that could arise during the meeting. This should allow effective preparation to ensure an efficient and successful meeting.
- The Parliamentarian should be included at the planning stages and discussion of certain committees – especially, but not limited to Bylaws, Resolutions, and Elections.

### **Contact Us!**

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