



AAUW NEW MEXICO PARLIAMENTARIAN

STATUS: Serve as member of the Leadership Team. Appointed for a two-year term with a limit of three consecutive terms.

QUALIFICATIONS: Familiarity with Robert's Rules of Order. Prefer prior experience within an AAUW Branch or other organization using Robert's Rules of Order.

VACANCY: Appointed by the Leadership Team upon recommendation of the President(s).

DUTIES & RESPONSIBILITIES:

The Parliamentarian shall:

Assure that the meeting is conducted according to Robert's Rules of Order to insure the efficiency and legality of the proceedings.

Know and apply By-laws and Policies and Procedures as applicable to meeting functions.

Plan with successor for a smooth transition of any materials and pass on any permanent files before July 1 or the conclusion of office.