Parliamentarian Responsibilities

District Conference 2013

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### Before the conference:

* Review the documents listed below.
* Obtain a copy of the current edition of Robert's Rules of Order (or borrow one).
* Attend the district board meeting on Friday afternoon, October 4th. A walkthrough of the script for the conference will be done in this meeting.

Documents & Information:

* + - * Basic Parliamentarian Duties.pdf
      * Seconding a Motion.pdf
* The a-b-c' s of Parliamentary Procedure.pdf
* Parliamentarian Documents 091013.docx
* District Voting 091013.docx
  + - * Robert's Rules of Order Newly Revised 11th Edition

At the conference:

* Lead the Instructional Meeting for the Delegates, Alternates, and Voting Board Members using the document below. This meeting will be held at 7:30 a.m. on Saturday morning in the Cafe.
* Lead the membership in the Pledge of Allegiance at the beginning of the conference
* Present the District Conference Standing Rules of Order and the Voting Procedures as shown in the Conference Booklet on page \_\_\_\_\_
* Assist the Governor to count the votes when taken.
* Attend the district board meeting on Sunday afternoon, October 6th. A debrief of the conference will be done in this meeting.

Documents:

* + - * DelAltMtg 2013 Rev1.docx