

**AMERICAN LEGION AUXILIARY  
NEWPORT HARBOR UNIT 291**

**JOB DESCRIPTION: PARLIAMENTARIAN**  
(Updated 1/8/24)

**Position: Appointed by President**

**Purpose:** A Parliamentarian is an expert in rules of order and the proper procedures for the conduct of meetings of deliberative assemblies. The Parliamentarian assists the Auxiliary in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings.

**Duties and Responsibilities:**

1. Appointed by President.
2. Attend all Board and Regular meetings in a non-voting capacity.
3. Advise the President when requested.
4. Have knowledge of ALA Bylaws and Standing Rules.
5. Maintain a position of impartiality; cannot make motions, cannot participate in debate, and cannot vote except in the case of a ballot vote.

Reference the Auxiliary Bylaws and Standing Rules. Note, these sections as they refer to the Secretary:

Bylaws:

Article IV – Unit Officers

SECTION 3. The appointive offices shall be: Parliamentarian

SECTION 14. It shall be the duty of the Parliamentarian to advise the presiding officer on points of parliamentary law and also to give similar advice to the Unit and Executive Board upon request. The Parliamentarian shall have a copy of Unit Bylaws, Standing Rules and a Unit copy of Robert's Rules of Order Newly Revised. (2019)

Unit Guide Book

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Roles for Those Leading and Attending a Meeting

3. Parliamentarian: The parliamentarian serves as the expert on parliamentary procedure.