

## **CLUB PARLIAMENTARIAN**

**PURPOSE:** To advise President to maintain adherence to and observance of parliamentary procedure at official Club and Board of Directors meetings.

**PERSONNEL:** A consideration should be given to a person who either has a working knowledge of parliamentary procedure and “Robert’s Rules of Order” or an interest in developing the expertise required to become effective.

**DUTIES/RESPONSIBILITIES:**

- To advise the President on matters of parliamentary procedure to help maintain order and fairness during Club and Board meetings.

**RESOURCES:** “Web-site” <http://www.optimist.org/> and click on Forms & Publications.

- Review *Robert’s Rules of Order* on parliamentary procedure

**ACTION PLANS:** Develop recognition of meeting structure etiquette in accordance with parliamentary procedure.

- a) What is going to be done?
- b) Who is going to do it?
- c) When is it going to be completed?