



*Parliamentarian*  
*Marsha Bible ~ Chairman*

The Parliamentarian is an appointment made by the President for a one year term. They should be well versed on parliamentary procedure and in the structure and rules of the American Legion Auxiliary. The Parliamentarian is typically a silent member of the group and even though they are members of the group, they should remain impartial just like the presiding officer.

The role of the Parliamentarian is to assist the president or presiding officer as well as other officers, committees and members on matters concerning parliamentary procedure. They should also be available to aid Auxiliary members when the need arises at any level from unit to district to department. Parliamentarians can often turn long, difficult meetings into productive ones. Members should be encouraged to focus discussion on the agenda item. The Parliamentarian may also help everyone keep on task by tracking time so that meetings begin and end on time. They may also keep a list for the President on participants in discussion so that every member has an equal chance to be heard.

Every unit is encouraged to have a Parliamentarian serve in this capacity. It will help process their business much smoother. All Districts should have a Parliamentarian as well.

The Parliamentarian on both the district and department level may also provide other useful services outside of the typical ones they serve at the annual convention such as:

- Training officers and committee chairs
- Conducting workshops on parliamentary procedure for local units and districts
- Supervision of credentials and elections and being available for questions that may arise concerning voting
- Provide parliamentary opinions
- Creating or revising bylaws
- Advising on parliamentary points

Important rules of Parliamentary Procedure which everyone should remember are:

1. Every member has the right to present ideas at meetings
2. Every member has the right to speak in favor or against ideas
3. Every member has a right to vote on an idea
4. Leaders come from the members through the election process and all members have a right to be considered for office
5. All members are equal – they have equal rights and responsibilities. There is only one class of membership and there is no rank.
6. Our organization should be run with impartiality and fairness. It should not be run based on the whims of the leadership. The rules should be applied equally, impartially and fairly.
7. The majority rules but the rights of the minority and absent members must be protected.
8. Members have the right to receive notice of important meetings.
9. Everything is accomplished in the spirit of openness – not secrecy. Members have the right to know what is happening including financial details.

Department President Mary Hendrickson's theme is "Remember, Honor, Serve" and National President Nicole Clapp's theme is "Celebrating a Century of Service". I encourage each of you to work together to promote these themes as we step into the next century.

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