



**Western Association of Educational Opportunity Personnel  
Parliamentarian Committee Report  
2021-2022  
December 10, 2021**

<b>Committee Name:</b>	Parliamentarian
<b>Committee Chair/Co-Chairs:</b>	Kevin Baker
<b>Committee Members (if any):</b>	
<p><b>Committee Description:</b>  <b>Purpose:</b> The Parliamentarian is an expert in rules of order and the proper procedures for the conduct of meetings of deliberative assemblies. The Parliamentarian assists the Association in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings.</p> <p><b>Key Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Ensures that the Association meetings are conducted according to proper parliamentary procedures following the Roberts' Rules of Order.</li> <li>2. Provide the members and the Executive Board with training on simple parliamentary procedures: how to state a motion, rules of debate, quorums.</li> <li>3. Assist the President in meeting preparation, when requested.</li> <li>4. Advise presiding officer, when requested, on questions of parliamentary procedure. Parliamentarians do not "rule." Only the President has the power to rule on a question of order. If the parliamentarian has expressed an opinion at the request of the Chair, the Chair must still make the ruling.</li> <li>5. Assist the presiding officer by keeping track of the order of those wishing to speak, motions, amendments, voting, etc., during meetings.</li> <li>6. Provides advice and assist the President during Association meetings in matters of parliamentary procedure.</li> <li>7. Intercede during Association meetings to ensure proper procedures are being observed.</li> <li>8. Provide request for motion form. If motion form is passed, ensure that the wording of every motion is clear before being stated and for secretary to include accurately in the minutes.</li> <li>9. Attend all Association meetings, executive committee meetings, and conference calls.</li> <li>10. Participate in WESTOP and committees as needed.</li> <li>11. Provide support and training for chapter parliamentarians.</li> <li>12. Other duties assigned by the WESTOP Board related to the overall purpose and the good of the association.</li> </ol>	



### **Committee Goals & Priorities**

#### 2021-2022 Goals and Priorities

- a) On a quarterly basis provide the members with training on simple parliamentary procedures: how to state a motion, rules of debate, quorums, etc.

### **Committee Updates**

None at this time.

### **Recommendations**

None at this time.

### **Action Items**

None at this time.

Respectfully Submitted,

Kevin Baker