

Parliamentarian Quick Start Guide

Job Description

The parliamentarian shall advise the President on parliamentary law, bylaws and procedural matters.

Duties at a Glance

- Maintain a procedure book (traditional or electronic)
- Complete a Plan of Work and submit for approval by the Local PTA board
- Have a copy of Roberts Rules of Order Newly Revised
- Review and be familiar with parliamentary procedure
- Know the Eight Essential Steps to a Motion
- Confer with president on parliamentary procedure
- Review and become familiar with bylaws and standing rules of the PTA
- Attend Texas PTA Leader Orientation
- Take advantage of training from Council, Area, Texas and National PTA
- Become familiar with the National and Texas PTA resources

Important Dates

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| June | National PTA Convention |
| July | Summer Leadership Seminar |
| July | Annual Convention held in conjunction with Summer Leadership Seminar (Odd-numbered years) |
| October 15 | Fall Membership Reporting |
| February | Rally Day at the Capitol (Odd-numbered years) |
| February | Texas PTA Family Engagement Conference and Annual Convention (Even-numbered years) |
| March 15 | Spring Membership Reporting |

Resources

Texas PTA Parliamentarian Resource Guide [Available for purchase or free download at www.txpta.org](http://www.txpta.org)
Texas PTA website www.txpta.org
National PTA website www.pta.org

Contacts

Texas PTA 1-800-TALK-PTA
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