

## Parliamentarian

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Some of the items your Unit Standing Rules should contain are the method of appointments, elections and length of term to be served. When a committee is appointed the first name listed is the chairman. Committees must have the approval of the assembly. Upon completion of the committees assigned task a final report is made to the assembly and the committee automatically cease to exist.

The bylaws often provide that the President is an ex-officio member of all committees, except the nominating committee, which exclusion should be stated in the bylaws. This gives the President the same right, but not the obligation, to participate in the meetings, but she is not counted in determining a quorum.

Nominating committees are to be elected by ballot or nominations from the floor, unless your bylaws state the President names them. No one person may nominate more than one person until every member of the assembly has an opportunity to nominate a candidate, except by unanimous consent.

When you revise your Bylaws please sent two copies to me for approval along with a self-addressed, stamped envelope. Upon approval (or correction) one copy will be returned to you and the other is sent to the Department Office to be filed in your Unit file. If your Unit copy is ever misplaced, a copy will be in Department for you.

Your Constitution contains the governing rules and requires a 2/3rd majority to change. Standing Rules are guidelines and take only a simple majority to pass.

2007-2008 Plan of Work