**PARLIAMENTARIAN**

Revised 2018

**Bylaws Article VII – Officers, Section 4**: Special duties of officers and elected board positions shall be found on the website.

Be familiar with OMTA Bylaws and OMTA Policies and Procedures.

**General Responsibilities**

The Parliamentarian shall provide parliamentary opinion during the deliberations of the OMTA Board, and the Association business meetings.

1. Shall have on hand a copy of the current edition of *Robert’s Rules of Order*. The rules contained therein shall govern the Association in all cases to which they are applicable.
2. Shall aid in maintaining order and answer any procedural questions that may arise during any meeting.
3. May be called upon by the Chair for clarification(s), or point(s) of order.
4. Has the power to interrupt discussion in order to provide parliamentary opinion.

May contact MTNA Past President Phyllis Peiffer, an authority on parliamentary procedure, for help regarding any controversial procedure. Her email address is: pianofil@gmail.com. Her cell phone is: 360-581-3546.

\*Check *Policies and Procedures* for more information

\*Expenses incurred by this office may be reimbursed by digitally submitting (via OMTA website) the *OMTA Officer Expense Form* with paid receipts to the OMTA Treasurer.

\*It is the responsibility of each Officer and Chair to keep the list of duties for his office updated. Each time a change is made, email the revised page to the President for distribution to the VP for Communications. Please keep a flash drive of pertinent files to pass on to the next Officer at the end of term.