** NEED HELP MAKING THE RIGHT CALLS?**

**“MOTIONS, AMENDMENTS, AND THEN WHAT???”**

**How to be an effective Parliamentarian**

**1. A parliamentarian does not make motions and does not debate or vote, except by ballot.**

**2. A Department Parliamentarian must know and understand the bylaws, standing rules, and parliamentary procedure of the Department.**

**3. The Department President appoints the Parliamentarian. The two should have a good working relationship.**

**4. The Parliamentarian has a variety of duties before and during meetings meeting with members, committees, officers, and boards to make sure business is handled properly and smoothly.**

**5. Before the meeting, review the agenda bylaws and standing rules with the president.**

**6. During the meeting, keep track of any motions made. Provide advice as requested and communicate with the president tactfully and discreetly. Remain impartial.**

**Martha Whitaker, 2023-2024 Department Parliamentarian, Department of North Carolina**

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