

# NCAMOTC Procedures - Parliamentarian

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## I. GENERAL DUTIES

1. **Bylaws** Review and be familiar with the Bylaws and Procedures of the organization.
2. **Procedures** Keep procedure binder in proper order. Make all necessary insertions, corrections, as needed.
3. **Correspondence**
  - (a) Outside NCA—Use NCA logo on all correspondence.
  - (b) Within NCA—Email (send to recipient's NCA email address whenever possible).
  - (c) All revised procedures, bylaw changes and other important correspondence needs to be printed and put in your binder under the appropriate section.
  - (d) Copy all emails to President, Membership, and Communication Vice Presidents.
4. **Expense** Submit expense voucher(s) and receipts to the Treasurer for reimbursement. (No later than Dec 15<sup>th</sup> annually).
5. **Meetings** Attend all meetings of the organization. Notify the NCA President if unable to be in attendance.
6. **OIC** Your Officer in Charge is the President.
7. **Binder** Retain only last two (2) years of information.
8. **Files** Maintain files of all pertinent material.
9. **Review Files** at the end of term and see they are in proper order for your successor.

## II. SPECIFIC DUTIES

1. Serve as Advisor to the President and the Board of Directors.
2. Advise on parliamentary procedure at all meetings or when called upon.
3. Assist clubs with their parliamentary issues.
4. Be recipient of all proposed Bylaw amendments. Review and present to Board of Directors for consideration.
5. Prepare all Bylaw amendments for presentation to membership. (Reference: Bylaws, Article X, Section 1 and 2)
  - (a) 45 day previous notice to member clubs is required for amendment(s) to be presented at any regular meeting.
  - (b) Submit original and copy of proposed amendments to President for inclusion in President's Letter and/or in the NCA newsletter.
  - (c) If insufficient time for 45 day previous notice, proposed amendment(s) may be presented at one (1) business session and voted on at a later business session.
6. UPDATE Bylaws every time a Bylaw motion passes. Send the revised By-Laws to the NCA Board, NCA chairs, NCA Reps and Club Presidents and post to the file section of Facebook.
7. Provide new clubs with NCA Binders. Provide replacement binders to current clubs as needed.
8. Review and UPDATE all Board and Chair procedures annually.
  - (a) Review minutes of meetings for any procedure change.
  - (b) Confirm all procedures are relevant; edit when necessary.
  - (c) Submit all changes to President for approval.
  - (d) Send the revised procedures to the all NCA Board and chairs and NCA Reps. Post to Facebook files.

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- (e) Review officers' and chairs' binders with Membership Vice President at Spring General meeting prior to signing out to incoming officers/chairs.

### III. CONVENTION DUTIES

1. Retain ballots, accompanied with a Tally sheet signed by each teller of the vote, in a sealed envelope for a period of ninety (90) days, then destroy.
2. Purchase and store badge ribbons. Have them available at the Fall meeting and Spring Convention.
3. Keep track of service years for all volunteers. Present service year pins (every 5 years) at Spring General Session. Present outgoing President with gavel pin.
4. Installation—Serve as installing officer; be custodian of installation book, candle holders, purchase ribbons, candles, gifts/flowers for ceremony, select an assistant.