

## The Missouri Federation of Square 'N Round Dance Clubs, Inc.

Appendix K

Standing Operating Procedures (SOP)

April 16, 2020

### Parliamentarian

1. **PURPOSE:** To establish and govern the position of Parliamentarian for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
2. **SCOPE:** This SOP applies to the Parliamentarian, The Missouri Federation of Square 'N Round Dance Clubs, Inc. The Parliamentarian can use this SOP to know and understand the duties of the Parliamentarian, and should be used when performing the functions of Parliamentarian.
3. **AUTHORITY:** The Missouri Federation of Square 'N Round Dance Clubs Inc.
4. **References:** Missouri Federation of Square 'N Round Dance Clubs, Inc. Constitution and Bylaws  
(Working Rules).
5. **MEMBERSHIP:**
  - a. The Parliamentarian has a base membership of one (1) member.
  - b. The Parliamentarian is appointed annually by the President, Missouri Federation of Square 'N Round Dance Clubs, Inc., with the approval of the Board of Directors, to serve a one year term.
6. **PROCEDURES:**
  - a. **RESPONSIBILITIES OF THE PARLIAMENTARIAN:**
    - i. To oversee the position of Parliamentarian for the Missouri Federation of Square "N Round Dance Clubs, Inc.
    - ii. Shall attend all meetings of the Federation Executive Committee and Board of Directors.
    - iii. Shall be seated next to the president, or in close proximity, so as to be available for consultation without disrupting the meeting(s).
    - iv. Shall be familiar with the Duties of Parliamentarian as set out in Robert's Rules of Order, Chapter XV, Officers; Minutes and Officer Reports; Section 46, Officers, Parliamentarian, and Duties of the Parliamentarian, and Chapter XIX, Conventions; Section 58, Services of a Parliamentarian.
    - v. Shall maintain a copy of the latest edition of Roberts's Rules of Order and have said copy at each meeting.
    - vi. Shall see that Robert's Rules of Order governs the federation in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws or Standing Rules.
    - vii. Shall use Robert's Rules of Order to give advice on parliamentary procedure and rules to the president or presiding officer, officers, committees and members of the board of directors.
    - viii. Shall maintain impartiality on all positions, issues, or other matters brought before the federation and therefore shall have no vote on any matters of the federation.

- ix. Shall be responsible for ensuring the orderly conduct of meetings and advising the president on points of order.
  - x. Shall obtain from the secretary the total number of qualified or eligible voters at each meeting in order to know the official number of votes required to pass any motion brought before the board of directors.
  - xi. Shall not wait until asked for advice, but shall provide advice when needed to forego any unforeseen problems that may be developing during a meeting.
  - xii. Shall assure that all motions are handled consistently and fairly.
  - xiii. Shall during meetings call attention to any error in the proceedings that may affect the substantive rights of any member, district, club, or may otherwise do harm.
  - xiv. Shall be thoroughly familiar with the federation's Constitution and Bylaws and Standing Rules.
  - xv. Shall interpret the Constitution and Standing Rules and advise the President.
  - xvi. Shall provide an unbiased interpretation of the written rules of order to fit specific circumstances.
  - xvii. Shall have no authority to impose his will on proceedings, but advises the presiding officer as to means for responding to a question at hand when asked by the presiding officer, or responds to other individuals when asked to do so by the presiding officer.
  - xviii. Shall perform all other duties related to the position of Parliamentarian assigned or required.
- b. The parliamentarian recommends to the presiding officer a proper course of action when called upon. The presiding officer is not required to abide by the recommendations of the parliamentarian, but should have a very strong position procedurally if he/she wishes to do otherwise. The final responsibility for proper procedures rests with the presiding officer.