

Job Description: Parliamentarian

I. Authority:

1. The ASCA Board of Directors introduced the following Standing Rules for Delegate Assembly at the 2013 Delegate Assembly and adopted these policies and procedures as **Section 3 of Appendix G in the Board Policy Manual.**

2. 3. Meetings

- i. 3-A. The Delegate Assembly shall meet annually.
- ii. 3-B. The Chair of the Board shall preside at meetings of the Delegate Assembly. In the absence of the Chair, the Assistant Chair shall preside.
- iii. **3-C. In accordance with ASCA Bylaws, the ASCA Board of Directors shall appoint a Parliamentarian to help ensure that the Delegate Assembly is conducted in accordance with ASCA Bylaws, the principles of Policy Governance and the Standing Rules approved by the Delegates.**
- iv. 3-D. Delegates to the Delegate Assembly shall be provided certifying credentials by the Executive Director. Disputes or discrepancies regarding Delegate credentials shall be resolved by the Board of Directors, whose decisions shall be final.
- v. 3-E. All voting Delegates can participate in discussion at the discretion of the presiding chair, who will determine the number of times, order and duration that Delegates may speak.
- vi. 3-F. Decisions are made by a majority vote of Delegates, in accordance with ASCA Bylaws and the following procedures.
 1. Any Delegate may make a motion.
 2. All motions must be supported by a second prior to discussion and vote.
 3. Any changes to a motion must be accepted by the maker and seconder. If the maker and seconder do not accept proposed changes, then the motion that is acceptable to the maker and seconder must be voted upon. If the motion is defeated, then another motion may be introduced.
 4. Once a motion has been made and seconded, a vote must be made on that motion before another motion can be made, except a motion to end discussion.
 5. Any Delegate may propose ending discussion at any time by calling for a vote of a motion. When this occurs, the Delegate Assembly must agree by majority vote to end discussion. If a majority of Delegates votes to end discussion, then Delegates will vote on the main motion without further discussion.
 6. The maker of a motion may withdraw his or her motion at any time before it is voted on, with the approval of the seconder.

7. The presiding chair may rule any motion out of order if it contradicts ASCA Bylaws, the principles of Policy Governance or the Standing Rules approved by the Delegates.
- vii. 3-G. Members of the Association other than voting members of the Delegate Assembly may observe the Delegate Assembly and may address the group at the discretion of the presiding chair. These members may not introduce motions or vote.

II. General Duties:

1. Oversight of the The Convention or “assembly of delegates” to assure the “assembly” follows the adopted rules and procedures for conducting business
2. Assure adherence to bylaws
3. Assure adherence to principles of policy governance
4. Assure adherence to standing rules
5. Monitor motions as they are made in the Delegate Assembly making sure the motions are in proper order, are in written form, and are included in the minutes of the meeting.
6. Monitor the outcome of voting on any and all motions.
7. Handling of a Motion
 - i. Assures the motion is made in proper order
 - ii. Assures a proper “second” is made with the motion
 - iii. Assists the chair in “stating the question” to the assembly
 - iv. Assures debate on the motion follows standing rules
 - v. Monitors the voting and records the vote on the motion sheet

III. Delegate Assembly Member Participation

1. Delegate Duties
 - i. Be prepared to discuss/act on the business of the organization by being familiar with the ASCA Delegate Working Papers packet
 - ii. Obligation to attend delegate sessions
 - iii. Obligation to be present at business meetings
 - iv. Free to vote as he/she sees fit on Delegate questions except as the state body may have instructed in regard to particular matters scheduled for consideration
2. Order of Business
 - i. Normal order of business
 1. Reading and Approval of Minutes
 2. Reports of Officers, Boards, and Standing Committees
 3. Reports of Special Committees
 4. Special Orders
 5. Unfinished Business and General Orders
 6. New Business
3. Bringing main motions forward
 - i. New business (normal process)
 1. During “new business” of the assembly a member can make a motion by approaching the microphone and being recognized by the chair. Once recognized the member:

- a. States name and state representing
 - b. Makes the motion (“move”, “offer”)
 - c. Another member is needed to second the motion
 - d. The chair (or parliamentarian) “states the question”
 2. Discussion/Debate
 - a. Members debate the motion – unless no one “claims the floor” for that purpose
 - b. The chair “puts the question” to vote
 - c. Votes taken, results announced
- ii. Motions taken on normal business
1. Historically motions made for normal business (motions to approve minutes, adopt standing rules, accept position statements, adjourn) are arranged beforehand.
 2. New business motions are the responsibility of the individual delegates