

Faculty Senate Officer Standard Operating Procedure–Parliamentarian

August	Training
September	FS officers meeting with provost and chancellor FS meeting
October	FS officers meeting with provost and chancellor FS meeting
November	FS officers meeting with provost and chancellor FS meeting
December	
January	FS officers meeting with provost and chancellor FS meeting
February	FS officers meeting with provost and chancellor FS meeting
March	FS officers meeting with provost and chancellor FS meeting
April	FS officers meeting with provost and chancellor FS meeting
May	
June	FS officers meeting with provost and chancellor FS meeting
July	
Misc	<p>The Parliamentarian should be generally familiar with Robert’s Rules of Order (the current edition typically referred to as Robert’s Rules of Order, Newly Revised – RONR) and have attained the knowledge equivalent to that necessary for obtaining membership in the National Association of Parliamentarians. As is reminded in the Bylaws (and RONR), the primary responsibility is as a guide and reference in question of parliamentary procedure.</p> <p>As time permits, and with consultation of the Faculty Senate Officers, the Parliamentarian may perform additional duties specifically in the advancement of knowledge of Parliamentary Procedure with select groups. Training on core motions and procedure could be provided, along with practice designed to facilitate understanding and efficacy of processes.</p>