



Created September 2021

# PARLIAMENTARIAN

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This document reflects the current duties for the Parliamentarian as outlined in the SRSGA Bylaws and Constitution as of September 2021. Failure to fulfill these duties can result in dismissal as outlined in Article VII, Section 1 of the SRSGA Bylaws.

It shall be the duty of the Parliamentarian to:

- A. Serve and post a minimum of five (5) office hours per week.
- B. Keep the SRSGA President advised on the proper parliamentary procedure at all SRSGA meetings.
- C. Advise members of the Senate when requested.
- D. Responsible for all Constitutional Open Forums.
- E. Execute all directives passed by the President and the Senate.
- F. Report to the SRSGA on all matters pertinent to their duties.
- G. Help all newly elected members with the transition into their offices, including but not limited to providing all information, instruction, and all related matters regarding corporation contract, union and non-union employees.
- H. Chair the Rules and Policies committee.