



Parliamentarian Duties

This document can be amended by simple majority vote at a formal meeting without requiring amendment procedures to the By-Laws. Unless the duty being amended is in the Constitution or ByLaws then they must be amended following that process.

It shall be the duty of the SRSGA 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. Meet with the designated counterpart on a bi-weekly basis to discuss relevant matters and ensure effective collaboration.**
- I. Chair the Rules and Policies committee.

