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**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**PARLIAMENTARIAN**

As Parliamentarian, you shall:

* Advise the President regarding procedures in all meetings of the Colorado State Council (CSC).
* Prepare amendments to the CSC Bylaws and Standing Rules for approval by the membership.
* Prepare Rules of Convention for all state meetings.
* Fulfill all duties of both the Executive and General Boards.
* Chair the Bylaw and Guideline Committees.

1. Refer to CSC Bylaws, and Standing Rules for all duties, **please read the complete document**

II. Parliamentary Rules (Golden Rule with common sense and courtesy) purpose:

A. Expedite business

B. Maintain order

C. Ensure justice

D. Equal treatment for all members

E. Help the organization accomplish their purpose

III. Assist President:

A. At all meetings, be ready to advise the President on procedures.

B. Have available for reference CSC Bylaws and Standing Rules and a copy of Robert’s Rules of Order, Newly Revised.

C. Be prepared.

IV. Bylaws:

A. Have a direct bearing on the rights and duties of all members of our organization, whether present or absent from the assembly.

B. May be amended at the CSC Convention annually.

C. Review the past-year minutes for any items concerning Bylaws; submit amendments to the Bylaw Committee for approval.

D. The membership may submit amendments by December 15.

E. Amendments shall be reviewed first by the Bylaw Committee, appointed by the President, and prepared for presentation to the CSC membership.

1. All proposed changes shall be in a form that lists the Bylaw as it presently reads, proposed to read, and the reason for the change.

2. Submit proposed amendments to the Web Team for posting on the CSC Website by February 1 and to the *Golden Lamp* Editor for publishing in the February issue.

3. Proposed Bylaws shall be read at the CSC Convention First General Assembly.

F. Adoption of Amendments at Convention. Prepare handouts for attendees. Read the proposed amendment and move to adopt. The President will call for discussion and vote. No second is needed when coming from a committee.

G. Prepare a copy of the revised Bylaws and submit a copy to the newly installed President, President-Elect/Membership Coordinator, Parliamentarian, and Web Team by June 15 or thirty (30) days after the close of the CSC Convention.

V. Standing Rules:

A. Are rules that relate to the details of administration rather than parliamentary procedure. They are adopted by a majority vote at any CSC meeting without previous notice.

B. Review the minutes of CSC meetings for amendments to the Standing Rules.

C. May be amended or rescinded at any CSC General Board meeting.

D. Are updated and submitted to the President, President-Elect/Membership Coordinator, and the Web Team fifteen (15) days after any meeting of the CSC General Board.

VI. Rules of Order for CSC Meetings:

A. Are written rules of parliamentary procedure relating to the orderly business in meetings. The rules facilitate the meeting to function smoothly. They may be revised annually.

B. Shall cover motions, debates, voting procedures, etc. for the CSC meetings.

C. Shall be read and voted on after the meeting is called to order.

VII. State Reporting:

A. **Contact your Lamplighter Advisor and the previous officer.**

B. Prepare two (2) copies of your report for all State meetings; one (1) copy for the Secretary and one (1) copy for your files.

C. Email revised Bylaws and Standing Rules to the newly installed President, President-Elect/Membership Coordinator, Parliamentarian, and Web Team.

D. Prepare articles for the *Golden Lamp* per schedule*,* or as needed.

E. Write chapter in-service letters.

F. Make recommendations to pass on to your successor.

VIII. State Convention Officer’s meeting:

A. Attend meeting called by the newly installed President.

B. Pass all files, etc. to your successor.

1. Records are kept three (3) years per the CSC Records Retention Guidelines.