

PWC Parliamentarian

PWC Bylaws Description

“The Parliamentarian shall attend all meetings of the PWC, give advice on parliamentary procedures, and review the Bylaws each year. The Parliamentarian shall draw up any changes in the Bylaws and shall present them to the Board for ratification. The Parliamentarian shall be Chair of the Nominating Committee and presiding officer over the installation of Officers. The Parliamentarian shall insure that current Bylaws are on file in the School Media Center and posted on the SPAPWC Website.”

Overview

Give advice on parliamentary procedures; review the Bylaws each year and draw up any changes; shall be Chair of the Nominating Committee and presiding officer over installation of Officers.

Responsibilities

- The Parliamentarian is responsible for screening the candidates for President, Vice President and, biennially, Treasurer to assure that their experience meets the requirements of the By Laws.
 - The Parliamentarian is responsible for contacting all candidates and discussing various positions.
 - The Parliamentarian is responsible for arranging for the nominating committee.
 - The Parliamentarian is responsible for running the nominating meeting.
 - The Parliamentarian is responsible for contacting the candidates that were not elected by the nominating committee.
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Important to Know

- The position does not require a lot of time at school beyond PWC monthly meetings and two meetings in the spring (for the nominating committee selection and the nominating committee meeting). It does require office time and phone calls in the spring to potential candidates.
- The Parliamentarian has little work until the Spring.
- The busiest time of the year is February-March when the position does take up some time.