

**PARLIAMENTARIAN**

1. Be knowledgeable in Robert's Rules of Order.
2. Assist the President in parliamentary procedures for conducting meetings.
3. Shall determine a quorum for Executive Board Meeting and House of Delegates.
4. Assist the President in updating and writing of new policies, procedures and bylaws that will be taken to the SNAU Board for approval to be brought before the SNAU membership.
5. Assist the President in reading and submitting all resolutions and amendments to the bylaws of the association.
6. Shall be responsible for keeping the bylaws current and updated.
7. Be willing to assist the chapters with writing and reviewing their bylaws.
8. Teach the Executive Board and chapters how to submit resolutions and bylaws.
9. Submit proposed amendments of the bylaws and/or resolutions to the SNAU website to be posted.
10. Be responsible for maintaining compliance with the bylaws in all SNA of Utah board decisions.
11. Attend and serve as a voting member of the House of Delegates, or send an alternate if you cannot attend