

PARLIAMENTARIAN AND BYLAWS CHAIR

Job Description: The person that occupies these dual positions is the arbitrator of AAUW branch rules and regulations. References are the current Association bylaws (printed in the odd-numbered years following the Association Convention), CA AAUW bylaws, the branch bylaws, and Robert's Rules of Order Revised.

Responsibilities:

1. Attend all Board meetings and General Business meetings of the Branch.
2. Serve as chairman of the Bylaws Committee, selected in consultation with the President. Receive and suggest needed changes in the bylaws and Standing Rules, according to the rule for Amendment (Article XX).
3. Assist the President in bringing the bylaws into conformity after Association and CA AAUW conventions according to the instructions received from the Association and CA AAUW bylaws chairmen.
4. Any changes to the bylaws must be published in the Triad prior to the meeting where voting is held, or members may be notified by electronic means and/or the U. S. Mail.
5. Convene the first meeting of the Nominating Committee ~~no later than November~~ **in December or January** and instruct them as to their procedure. (See bylaws and Nominating Committee job descriptions.)
6. **Receive the slate of officers from the Nominating Committee Chair and make sure it is published in the Triad prior to the meeting used for voting. If past the Triad deadline, notification to members may be made electronically or by mail.**
7. Attend the ~~Golden Gate~~ District meeting(s) when possible, **if held..**

Deadlines:

1. ~~By November~~ **December or January:** convene the Nominating Committee (see #5 above).
2. Arrange for Triad notice inviting officer suggestions to go to the elected members of the Nominating Committee.
3. Triad deadline: 15th of the month. Note: Bylaw changes **and the proposed slate of officers** must be published in the Triad prior to the meeting at which they will be voted on.
4. End of year report

Member of: Board (Executive Committee)

Chair of: Bylaws Committee (see #2, Responsibilities, and #3 Deadlines, above)

~~July, 2006~~

March, 2023