

**Central PTO
Parliamentarian - Job Description**

I. Parliamentarian:

The president from the prior school year usually fills the Parliamentarian officer position.

II. Bylaws:

The provisions of the PTO bylaws pertaining to this office are set forth in Article IX, Section 8, as follows:

The Parliamentarian shall:

- a. Maintain a copy of the current bylaws;
- b. Revise the bylaws and standing rules as needed or as requested by the president;
- c. Provide parliamentary advice to the president, the Executive Board, and the Executive Committee as requested

III. General Duties of the Parliamentarian:

- Advise and consult with the president on PTO matters as needed
- Attend and participate in the regularly scheduled PTO membership meetings
- Attend and participate in the Executive Committee meetings or any other meeting held at the call of the president or a majority of the Executive Committee
- Be familiar with the current authorized edition of "Robert's Rules of Order"
- Assist the president in preparing for meetings when requested
- Ensure each member of the Executive Committee has a current copy of the bylaws and standing rules
- Ensure that the PTO website contains the most current bylaws and standing rules
- As needed, update/revise this job description and submit a copy to the website administrator

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