

Company Parliamentarian Responsibilities



Introduction

The Parliamentarian on the DUP Company Board provides a quote as outlined by ISDUP and then leads the Pledge of Allegiance at Company Board Meetings and other functions. The Parliamentarian is knowledgeable about rules of order and the proper procedures for the conduct of meetings as well as election procedures.

Summary of ISDUP Constitution and Bylaws

This is an appointed position.

Responsibilities

1. Present Quote

- Present a quote at meetings as provided by ISDUP.
- Monthly quotes are found at: ISDUP.org → Leadership tab → Parliamentarian Quotes.

2. Pledge of Allegiance and Flag Procedures

- Lead the Pledge of Allegiance at Company Board Meetings and Company functions.
- Endeavor to provide a flag at meetings. When a flag is not available, individuals will stand and place the right hand over the heart and face toward the person leading the Pledge.
- Understand proper placement and etiquette for flags at DUP meetings. Canada and other countries have the right to honor their respective flags.

3. Parliamentary Procedure

- Be knowledgeable of the current ISDUP *Constitution and Bylaws* and be familiar with *Robert's Rules of Order Newly Revised Edition* (a guide for conducting meetings and making decisions).
- Provide advice and consultation, but do not make decisions or rulings (only the presiding officer can make rulings).
- Maintain a position of impartiality; do not participate in debate, make motions, or vote on issues unless there is a ballot vote.
- Participate in group discussions that are not controversial and give reports when called upon.
- Monitor and keep order within meetings and ensure that voting methods and the installation of elected Officers are in compliance with ISDUP election policies. This may include installing Company Officers Ex Officio, where necessary, under the appointment of the International President. These policies are found at: ISDUP.org → Leadership tab → Camp Officer Information → Camp Elections.
- May not serve as a member of the nominating or election committee.
- May serve as a timekeeper at meetings upon the request of the Company President.

4. Train Camp Parliamentarians

- Provide training for Camp Parliamentarians.
- Distribute information for the DUP year regarding the quotes to be presented each month.

5. Resources Found at ISDUP.org

- Parliamentarian Quotes
- *DUP Order of Procedure & Flag Etiquette*, a pamphlet that simplifies parliamentary procedure, may be ordered from the ISDUP Online Store

- Installation of Elected Officers and Elected Officer's Pledge on Page 19 in *ISDUP Constitution and Bylaws*