

# Texas Association for Health, Physical Education, Recreation, and Dance

## OPERATING CODE FOR PARLIAMENTARIAN

### 1. Name

- 1.1. The name of this office is the Parliamentarian of the Texas Association for Health, Physical Education, Recreation, and Dance.

### 2. Purpose

- 2.1. The purpose of this position shall be to advise the Board of Directors and membership in parliamentary procedure in conducting all meetings of the Board of Directors and of the Representative Assembly. All elected officers and/or appointed committee chairs are expected to attend the annual TAHPERD Leadership Conference as well as the annual state convention.

### 3. Organization

- 3.1. The Parliamentarian shall be appointed by the President to serve on a yearly basis.
- 3.2. The Parliamentarian shall attend all meetings of the Representative Assembly and of the Board of Directors upon invitation of the President.
- 3.3. The Parliamentarian shall be considered a non-voting member of the Board of Directors and of the Representative Assembly.
- 3.4. The Parliamentarian may be reappointed by the incoming President.

### 4. Conduct of Business

#### 4.1. Duties

- 4.1.1. Keep informed on parliamentary procedure.
- 4.1.2. Be present on invitation of the presiding officer at meetings of the association or subsidiary units thereof.
- 4.1.3. Be prepared to correct errors in parliamentary procedure as they may occur on the floor of the meeting which he/she attends in an official capacity.
- 4.1.4. Advise the Executive Committee and the Board of Directors in establishing structural documents when requested.

#### 4.2. Meetings

- 4.2.1. Attend all meetings to which he/she is invited. If he/she is invited to attend more than one meeting at one time, he/she shall consult with the officers concerned to determine which is more in need of his/her advice.
- 4.2.2. Be situated at meetings so as to be readily consulted, usually near the presiding officer or chair.

Adopted by Board of Directors December 1981

Amended:

December 1985

April 1986