



Parliamentarian Duties

This document outlines the duties of the Chapter Parliamentarian according to Phi Sigma Pi's National Constitution. It should be noted, however, that this document is not all-inclusive. Additional duties may be assigned by the Chapter or sheltering institution.

The Parliamentarian shall:

- A. Be responsible for maintaining and upholding Robert's Rules of Order;
- B. Be a voting member of the Executive Board at the Chapter's discretion;
- C. Perform such other duties as may be assigned to the Parliamentarian;

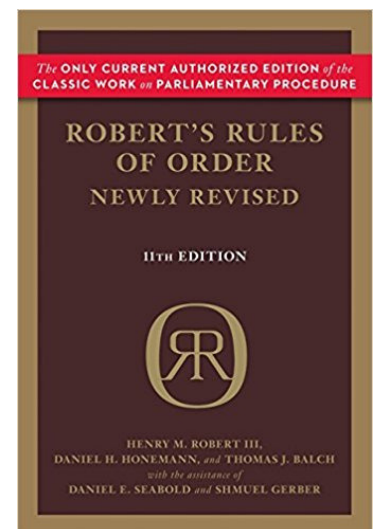
Phi Sigma Pi National Constitution (Article XI, Section 11)

As Parliamentarian, your primary responsibility is to ensure that the Chapter adheres to the use of Robert's Rules of Order to guide parliamentary procedure during all Chapter Meetings.

Be sure to include the following three tasks in fulfilling your Parliamentarian role:

- Utilize all available resources to learn and apply Robert's Rules of Order in the execution of Chapter Meetings
- Coordinate Chapter education on parliamentary procedure to ensure that all Initiates and Members are well-informed about how it works
- Advise the Chapter President on the use of parliamentary procedure as needed

Robert's Rules of Order (RONR), 11th Edition is the complete guide to parliamentary procedure. It can be purchased at many online bookstores and should be purchased for use by the Parliamentarian and passed down during Officer Transitions each year.



Check out the Parliamentarian Resources under "Officers" at phisigmapi.org/resources for tools to help you excel in your role as the Chapter Parliamentarian:

- General Officer Duties and Responsibilities
- Basic Principles of Parliamentary Procedure
- Parliamentary Procedure Cheat Sheet
- Parliamentary Procedure: General Motions
- Parliamentary Procedure: Special Motions
- 8 Steps to a Main Motion