

## SANTA CLARA VALLEY QUILT ASSOCIATION

DIRECTORS: PARLIAMENTARIAN (NO Changes Made)

TERM: 2 years

The Parliamentarian shall:

- Assure that the proper parliamentary procedure is followed at all meetings.
- Be on the Bylaws Committee.
- Chair the Nominating Committee.
- Be responsible for providing and counting ballots when necessary.
- Attend all board meetings and be prepared to make a progress report at each Board meeting.
- Keep available (and be familiar with) at all meetings: Bylaws of the Santa Clara Valley Quilt Association (SCVQA) and Roberts Rules of Order.
- Form a committee to assist in the duties of the Parliamentarian. It is recommended that there be three people for this parliamentarian group separate from the Nominating Committee for these reasons: (a) Backup if Parliamentarian is not available at a meeting and (b) Consultation if a question arises about procedure.
- Keep an accurate record of expenses.
- Present a budget to the Treasurer for your position/committee for the following year by August first.

### BYLAWS COMMITTEE

- With the President and First Vice President, review the Bylaws.
- Make the necessary changes to be presented to the Board for discussion and revision.
- Make final copies to be presented to the Board for approval.
- Email a copy to the Webmaster to publish on the web for members to read.

### NOMINATING COMMITTEE

The Parliamentarian shall:

- Become familiar with people who are qualified for office by attending meetings and functions of the SCVQA throughout the year and by consultation with committee members.
- Form a Nominating Committee no later than February (so that they have time to become familiar with qualified people) with the advice and consent of the Board, consisting of five
- (5) active members with no more than two (2) being from the Board.
- No nominating committee member shall serve two (2) consecutive years except the Parliamentarian - (as stated in previously written job description).
- Advise the President of SCVQA the names of nominating committee members.

The Nominating Committee shall:

- Submit its slate of candidates for each open position to serve on the Board of Directors by the May Board of Directors meeting.
- The list shall be filed with the Recording Secretary, published in the June Newsletter, announced at the June and July membership meeting.
- Election of Directors shall be at the July and August general meetings and may be by voice or written ballot.
- The president is not an ex-officio member of this committee.