

Parliamentarian Report

by Michelle Ciesielski

Purpose

The Parliamentarian is responsible for establishing the Association's rules of order to cover any situation not specifically governed by these bylaws and for preparing and maintaining a document that outlines the rules of order to be used at NAVUB meetings and elections. To the extent that no NAVUB rule of order is in place to govern a particular situation, the relevant rule or rules from the then current edition of Robert's Rules of Order shall govern such situation. The Parliamentarian shall assist the Board in reviewing and in approving any resolutions submitted by the institutional members for Board approval. The Parliamentarian will monitor compliance with these bylaws and coordinate any effort to revise them. The Parliamentarian will conduct the election of officers, beginning with the call for nominations four (4) months prior to the Annual Conference, in accordance with the guidelines under the nomination and election procedures of the Association, and culminating with the election and installation of officers at the Annual Conference. The Parliamentarian shall supervise all elections of officers at the Annual Conference. The Parliamentarian will prepare and officiate at the installation of new officers at the Annual Conference. The Parliamentarian will work with the President and the other officers designated herein to prepare the Annual Report for distribution to the institutional members at the Annual Conference. *-From NAVUB Bylaws, Article IV(7)(g)*

Goals

As parliamentarian I have created these goals for my term:

- Have a strong understanding of Robert's Rules and utilize this to conduct business
- Attend every NAVUB Board meeting
- Develop a strong slate for nominations that include more than one candidate for each position, as this is a sign of a healthy organization.
- Develop a document for membership that would clarify expectations, timelines, and insights into each NAVUB Board Position as they consider appropriate candidates to nominate.
- Develop and provide resources for NAVUB board members and membership in regards to conducting and accomplishing official business

Highlights

As parliamentarian, I was able to attend most board meetings from April 2022 to present. I coordinated and communicated call for nominations. As a part of this call, I interviewed past NAVUB board members to get their insights so the membership could consider this regarding nominations. I worked on writing the general outline for business meeting to make it as smooth and clear as possible, without expending valuable meeting time that we need to conduct business. I coordinated elections and prepared the script for installation of officers. I also did a lot of other work outside of duties as parliamentarian and am always proud to serve. I want to thank my other board members for their collaboration and perspectives and I want to thank the membership for putting their trust into me as a Parliamentarian overseeing elections and communicating any concerns I can share with the Board during NAVUB chats and at other times.

Challenges

Understanding the role of the parliamentarian has been difficult without a strong background in Robert's Rules. I believe that with experience this will become easier.

Recommendations/Lesson's Learned

In the upcoming year, I hope to document much of what I do and learn to give to the next person to take on this role and have a less steep learning curve. I also recommend that the Parliamentarian do a regular reading of the organization's bylaws to be familiar with them (before every board meeting). I recommend each member of the organization read the bylaws at least once also and the Parliamentarian could regularly encourage and remind the membership of this.