

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY 11 (L)
SPECIAL ASSISTANT TO THE PRESIDENT
FEDERATION PARLIAMENTARIAN**

Appointee serves as the Federation Parliamentarian during the California Convention to assist the Federation President to preside over convention activities.

I DUTIES & RESPONSIBILITIES

- A. Assist the presiding officer for the purpose of conducting an effective meeting.
- B. Attend the California Federation Convention and be available at the head table to assist the presiding officer at all times convention is in session.
- C. Although desirable, it is not required that the parliamentarian hold membership in the National Association of Parliamentarians (NAP) and/or the California State Association of Parliamentarians (CSAP).
- D. Promote and disseminate the philosophy and principles underlying the rules of deliberative assemblies.
- E. Be familiar with and possess, a current copy of “Robert’s Rules of Order, Newly Revised”, furnished by the Federation
- F. Perform other duties as assigned.