

**From:** Bonebright, Terri  
**Sent:** Monday, February 08, 2016 6:03 PM  
**To:** Hendrix Faculty <Faculty@hendrix.edu>  
**Subject:** Call for Faculty Meeting Parliamentarians

Dear Colleagues,

I am soliciting expressions of interest for the Parliamentarian and the Assistant Parliamentarian positions for our Faculty Meetings. The faculty members in these positions will be carrying on the tradition of former recent parliamentarians, Jon Arms and Mary Richardson. To apply, simply send me your name by Monday, February 29. I have placed the information about the two positions below.

Please let me know if you have any questions. I look forward to having the assistance of faculty members in these positions beginning with our March Faculty Meeting!

Terri

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The Provost will, as appropriate, make a call for interested faculty to serve as Parliamentarian and an Assistant Parliamentarian. In consultation with APC, the Provost will appoint a Parliamentarian and an Assistant Parliamentarian to (staggered) four-year terms. This will be an additional duty which mostly consists of becoming familiar with *Robert's Rules of Order*, and the exceptions to those rules which are detailed in the Faculty Handbook under *Faculty Meeting Procedures*. The Assistant Parliamentarian's sole duty is to step in when the Parliamentarian is unavailable. Since all faculty are expected to come to Faculty Meetings, after the initial period of familiarization, this duty is not that onerous; thus this does not take the place of the usual committee assignment, but is simply an additional duty.

Duties: the Parliamentarian is charged with helping the Presiding Officer run Faculty Meetings. In general, this consists of being present, ready to advise the Presiding Officer on matters such as:

- Whether a simple majority or a 2/3 majority is needed for a motion to pass
- Whether an amendment is in order
- Whether an incidental motion (to proceed to an immediate vote, to "split the question", to return a matter to a faculty committee, to require a show of hands or a secret ballot, etc.) is in order, and in what order incidental and main motions are to be decided
- Whether deviations from *Robert's Rules of Order* are justified by long-standing practice, explicit exceptions made in the Faculty Handbook, being guided by the spirit rather than the letter of the rules, etc.

Since the Presiding Officer actually runs the meeting, the Parliamentarians are there simply as advisors; so long as their advice is heard and understood, it is up to the Presiding Officer to make a final ruling as to the legality of any proceeding during the Faculty Meeting.



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