



# CENTRAL CONNECTICUT BOARD #6 of Approved Basketball Officials



*One Rule + One Mechanic + One Interpretation = the Board #6 Way*

"Making A Difference In The Game"

## Parliamentarian Job Description

The Parliamentarian is an appointed individual of the International Association of Approved Basketball (here-to-after "IAABO") Officials Central Connecticut Chapter Board #6 (here-to-after "Bd. #6"). The Parliamentarian is appointed by the Executive Committee (EC).

### Minimum Qualifications –

1. A member in good standing of Bd. #6.
2. A good working knowledge of the Bd. #6 Constitution, the IAABO Constitution, and Robert's Rules of Order.
3. Ability to communicate effectively with others, both written and verbal.

### Duties - The Parliamentarian will:

1. Interpret and rule on any question pertaining to the Bd. #6 Constitution.
2. Use Robert's Rules of Order to interpret and rule on any procedural question not covered by the Bd. #6 Constitution.
3. Supervise any election held by Bd. #6.
4. Advise as necessary the Bd. #6 President before and during Bd. #6 meetings on matters pertaining to the orderly conduct of business. During the course of Bd. #6 meetings, watch for significant irregularities in procedure and call them to the attention of the presiding officer.
5. Serve as a reference to the Bd. #6 Executive Committee, Secretary, Committee Chairs and other Bd. #6 members on matters pertaining to Bd. #6 Constitution, the IAABO Constitution, and Bd. #6 policy and procedures.
6. Supervise and work closely with the Assistant Parliamentarian to insure consistency of application of any ruling, interpretation or advice that should arise during the performance of their duties and subsequent communication to all parties.
7. Any advice given in the form of an interpretation of the Bd. #6 Constitution, IAABO Constitution or Bd. #6 policies or procedures should be committed to writing, either in memo or email form and retained by the Board Secretary.
7. Undertake any other duties as determined by the Bd. #6 President.

**Term** – The Parliamentarian serves a 1-year term effective at the first EC meeting that follows the Bd. #6 Annual Meeting. There is no limit on the number of terms the Parliamentarian may serve. There is no salary associated with this office. Expenses and supplies necessary to perform said duties will be reimbursed as approved by the EC and within the budget process.



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**Supervision** – The Parliamentarian will be directly supervised by the Bd. #6 President and will report all job related activities and communications to the Bd. #6 President.

**Selection Process** – The Parliamentarian and Assistant Parliamentarian are appointed by the EC. The EC may, at their discretion, use any selection method they deem appropriate. In case of an in- term vacancy, the Assistant Parliamentarian will assume the duties and responsibilities of Parliamentarian. An Assistant Parliamentarian may be appointed if necessary by the EC to fill the newly vacated position of Assistant Parliamentarian