

PARLIAMENTARIAN

The Parliamentarian impartially interprets and explains the rules governing the NYSOMOTC to ensure that the business is conducted accordingly. Other areas of responsibility include amendments to the Bylaws & Standing Rules, as an ex-officio member of the Nominating Committee work with the Nominating Chairperson and the Committee, process the certification of delegates, the distribution of credentials for the Annual State Meeting, prepare ballots, tally sheets and supervise the Tellers during the counting of the votes. They assist the Member Clubs with their parliamentary concerns.

Meetings: Ensure that the meetings proceed in the proper order. Respond promptly to questions of parliamentary procedures from the Executive Board or from the Member Clubs.

Minutes Drafts: The Recording Secretary emails the drafts of all the meetings' minutes to the Parliamentarian. The Parliamentarian reviews them for corrections and emails them to the Recording Secretary by the designated deadline.

Roll Calls: The Parliamentarian prepares the Roll Calls for the annual meetings (morning and afternoon sessions). Provide copies to the President, the Recording Secretary and the Minutes Approval Committee.

- **Midterm and Friday Executive Board Executive Board Meetings** – List the positions and the names of the board members.
- **Saturday General Meeting** – List the Officers, Past Presidents, registered Delegates and Member Clubs represented.
- **Sunday Executive Board Meeting** - List the positions and the names of the board members

Bylaws and Standing Rules: In advance of presenting them to the Executive Board and the membership, amendments should be written in the appropriate form and language and submitted to the President. Sixty (60) days prior to the State Meeting, amendments are presented via the Presidential Papers, to allow time for discussion at the local clubs.

Motion Forms: Provide the double sided form at all the meetings. Once the motion is written, check the wording for accuracy prior to handing it over for the President to read. The white (original) copy is given to the Recording Secretary and the yellow copy is kept in the file.

- Following each meeting, the Parliamentarian forwards to the Minutes Approval Committee a copy of the Roll Calls and a copy of each motion written and voted at the meeting.
- If the yellow copy is not clearly legible, forward a typed list including each motion in numerical order, the exact wording, the names of the maker of the motion and who seconded.

Nominating Chairperson: The Parliamentarian works with the Nominating Chairperson during an election year, to prepare the Eligibility List of qualified candidates for the positions of President and Nominating Chairperson. This list is presented to the Executive Board at the Friday Executive Board Meeting to be reviewed and approved.

Slate: The Nominating Chairperson mails the slate information to the Parliamentarian, the President and the Newsletter Editor no later than **February 14**.

Credentials Packet: Confirm the time and location of the Friday Delegates/Alternates meeting with the State Meeting Chair.

- Prepare the credential packet for Club Delegates and Alternates, Officers, and Past Presidents.
- Mail the packet no later than **February 1st** - with a cover letter including the form's return date of March 1st; information about the Delegates/Alternates meeting, the notice of proposed amendments to the Bylaws/Standing Rules and the voting procedures.

Credential Badge: Use the plastic pouch/lariat style. On the tag insert print the words "NYSOMOTC State Meeting", the year, the member's name, Delegate or Alternate, Officer's position or Past President, the club's name and number of votes they carry. (Alternates do not carry any votes) See sample on file.

- Each member club has three (3) votes; up to three Delegates – each receives one (1) vote),
- A State Officer carries one (1) vote
- A Past President carries one (1) vote per each term served as State President.
- One term is defined as two (2) consecutive years in office.

Before the State Meeting: By no later than **March 10th**, request a copy of the official registration list by clubs from the State Meeting Registration Chair.

- Check that you have a credential form on file from each Officer, Past Presidents and Member Clubs who have registered to attend;
- If you are missing a credential form (from those mentioned above), contact them requesting that they mail you their credential registration as soon as possible. Copy the President and Vice President on any correspondence
- Prepare the Sign-In sheets for the Officers, Past Presidents, Delegates/Alternates registration meeting.

Ballots, Tally Sheets and Results Forms: Prepare the official ballots for the election of the four (4) Officers, Nominating Chair and Committee and the future State Meeting site. Tally sheets and result forms are to be handed out to the four (4) Tellers at the State Meeting.

Ballot Box: Confirm the availability of the Ballot Box with the State Meeting Chair.

Certification of Delegates, Alternates, Officers and Past Presidents:

- Use white envelopes, labeled with the Delegate's name and club; enclose their credential ID badge, the accurate number of official ballots, the notice of amendments to the Bylaws & Standing Rules and the Voting Procedures
- Do the same for the Alternates, excluding the official ballots.
- As a courtesy to the State Officers and Past Presidents, their voting packet and credentials may be issued to them at the conclusion of the Friday Executive Board Meeting.
- The Delegates and Alternates must attend the credential registration meeting, to sign for and pick up their own credential IDs and voting packet. If they are unable to attend, they must pick up their voting materials prior to the opening of the Saturday General Meeting.

At the State Meeting: Assist the President in the selection of the four (4) Tellers.

- Certify and issue voting materials to all the Delegates, Alternates, Officers and Past Presidents prior to the Saturday General Meeting.
- Provide to the Recording Secretary and the President the official Roll Calls for each meeting, including the list of the Member Clubs' Delegates,
- Present the Delegates Report, the Voting Procedures and amendments to Bylaws & Standing Rules.
- Be attentive to all matters of parliamentary concern to ensure the proper conduct of business and answer questions.
- Provide each of the Tellers a copy of the Procedure Manual description, an official ballot, a tally sheet and result form.
- Only the official ballot box shall be used to collect all the votes. The collection of ballots begins only when permission is granted by the Parliamentarian to initiate the process.
- Supervise the collection and tallying of the ballots.
- No other NYSOMOTC business may continue until motions or the ballots' tally have been completed.
- Report the official results of the elections to the general membership.
- Vacate the offices prior to the installation of the newly-elected Officers

Future State Meeting Bids: Prior to a future State Meeting bid being accepted, the Parliamentarian is to check the calendar for any future holiday conflicts.

Newsletter Articles:

- Write an article for each issue of the Presidential Papers.
- When necessary, inform the membership about the proposed and approved amendments to the Bylaws/Standing Rules.
- For the May/June issue: The former Parliamentarian writes an article introducing the newly elected and appointed Officers and reports the amendments to the Bylaws/Standing Rules voted on at the State Meeting.
- The newly appointed Parliamentarian writes an article of introduction to the membership.

Expenses: Submit a voucher form with receipts to the President. Keep a copy for your file.

Files: copies of correspondence, reports, vouchers, the updated Procedure Manual, badge and other materials are transferred to the incoming Parliamentarian at the end of the term.

Voting Protocol - NYSOMOTC Saturday General Meeting

1. ONLY CERTIFIED AND REGISTERED DELEGATES, OFFICERS AND PAST PRESIDENTS, WHO ARE PRESENT FOR ROLL CALL AT THE BEGINNING OF THE MORNING AND AFTERNOON SESSIONS OF THE SATURDAY GENERAL MEETING, WILL BE ALLOWED TO EXERCISE THEIR VOTING PRIVILEGES.
2. EACH MEMBER CLUB IS ENTITLED TO A TOTAL OF THREE (3) VOTES, CARRIED BY UP TO THREE (3) CERTIFIED AND REGISTERED DELEGATES.
3. A CERTIFIED AND REGISTERED ALTERNATE WILL VOTE ONLY IN THE ABSENCE OF A DELEGATE AND AFTER BEING CERTIFIED BY THE PARLIAMENTARIAN.
4. EACH OFFICER IS ENTITLED TO ONE (1) VOTE. A PAST PRESIDENT IS ENTITLED TO ONE (1) VOTE PER TERM OF SERVICE. ("Term" equals two (2) years of consecutive service as President)
5. **A MAJORITY VOTE**, I.E. MORE THAN HALF, WILL BE NEEDED TO ELECT OFFICERS, THE NOMINATING COMMITTEE, THE FUTURE STATE MEETING SITE OR TO APPROVE ANY OTHER MEASURE.
6. **STANDING RULE # I Meetings A. Voting iii** states: "VOTING ON ANY ISSUE OTHER THAN ELECTION OF OFFICERS AND NOMINATING COMMITTEE WILL BE DONE BY ROLL CALL OR SHOW OF HANDS UNLESS A BALLOT IS REQUESTED."
7. **BYLAW ARTICLE VII SECTION 5 ELECTIONS** states: "WHEN THERE IS ONLY ONE SLATE OF OFFICERS AND NO OTHER NOMINATIONS FROM THE FLOOR, THE RECORDING SECRETARY SHALL CAST ONE BALLOT."

BALLOT PROCEDURE:

- ONCE THE BALLOT IS COMPLETED, FOLD IN HALF, THEN IN HALF AGAIN. FAILURE TO DO SO, WILL DISQUALIFY THE BALLOT
- BALLOTS WILL BE COLLECTED AND COUNTED BY THE TELLERS ONLY UNDER THE SUPERVISION OF THE PARLIAMENTARIAN

ROLL CALL PROCEDURE:

- THE RECORDING SECRETARY SHALL TAKE THE ROLL CALL.
- THE CHAIR WILL PUT THE QUESTION TO ADOPT A GIVEN RESOLUTION BEFORE THE ASSEMBLY. SHE WILL ASK ALL DELEGATES PRESENT IN FAVOR OF THE MOTION TO STAND AND BE COUNTED. SHE WILL THEN ASK THOSE OPPOSED TO STAND AND BE COUNTED. THOSE ABSTAINING WILL BE ASKED TO STAND AND BE COUNTED.
- UNANIMOUS/GENERAL CONSENT MAY BE USED IN CASES WHEN THERE SEEMS TO BE NO OPPOSITION TO ROUTINE BUSINESS OR A QUESTION OF LITTLE IMPORTANCE; AND IN THE PRESENCE OF A QUORUM, THE PRESIDENT MAY INVOKE THE UNANIMOUS/GENERAL CONSENT BY SAYING "IF THERE IS NO OBJECTION...."



New York State Organization of Mothers of Twins Clubs

Member Club's Delegates/Alternates Duties

1. Each Member Club is entitled to three (3) votes. Member Clubs must register their Delegates/Alternates with the State Parliamentarian by the required deadline.
2. Delegates/Alternates must be prepared and familiar with the Bylaws and Standing Rules as well as any proposed amendments or additions to them and/or the Marie Simmons Scholarship Procedural Guidelines (as outlined in the Presidential Papers and enclosed in this mailing.) Notice must also be issued to the Member Clubs.
3. Delegates/Alternates must attend the Friday meeting of the State Meeting to sign in for their credential materials. Location and time are announced in Third Call and the Program Booklet.
4. Delegates/Alternates must be present for Roll Call at the beginning of the morning and afternoon sessions of the State Meeting's Saturday General Meeting. Times are announced in Third Call and the Program Booklet.
5. Failure to be present at Roll Call will cause the Delegate to *lose their voting privileges* unless the Parliamentarian is informed prior to Roll Call and a registered Alternate is present to assume the responsibilities of the Delegate.
6. Elections of Officers, Nominating Chairperson, Members of the Nominating Committee and the next State Meeting site will be done by ballot. Any other issue will be voted on by Roll Call, unless a ballot is requested.
7. In the event of a single slate of Officers, a single nomination for the Nominating Chairperson, just four nominations for the Nominating Committee and only single future State Meeting site, the Recording Secretary will cast one (1) vote on behalf of the membership to elect the aforementioned.