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## DOC 2014-11 Duties of the Parliamentarian of the Academic Senate

University of Dayton. Academic Senate. Executive Committee

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PROPOSAL TO THE ACADEMIC SENATE

Title: Duties of the Parliamentarian of the Academic Senate

Submitted by: Executive Committee of the Academic Senate

Date: September 19, 2014

Action: Procedural

Objective: The proposal is intended to document the duties of the Parliamentarian of the Academic Senate.

Rationale: Section II.C. of Senate Document 2007-05 Processes and Procedures of the Academic Senate indicates that “The Academic Senate functions using Robert’s Rules of Order and has an appointed parliamentarian.” Section III of this document details the responsibilities of the Officers of the Academic Senate. This proposal seeks to define the duties of the parliamentarian of the Academic Senate and amend section III through the addition of E. Parliamentarian of the Academic Senate. The proposed language is underlined.

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**III. Officers and Parliamentarian of the Academic Senate**

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**E. Parliamentarian of the Academic Senate**

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**III. Officers and Parliamentarian of the Academic Senate**

Process for the election of the officers of the Academic Senate and the specific duties of those officers are set out in the Constitution and, in the case of the Vice-President, in a document of the Academic Senate. The duties of the Parliamentarian of the Academic Senate are not specified in the Constitution. The following includes tasks and responsibilities that have been taken on by the officers of the Academic Senate but which are not specified in the official documents, as well as the duties of the Parliamentarian of the Academic Senate.

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**E. Parliamentarian–The University of Dayton Academic Senate**

The Parliamentarian of the University of Dayton Academic Senate acts as an advisor to the President of the Academic Senate (or other presiding officer) at all regular and special meetings of the Academic Senate, on matters of parliamentary procedure. Matters of parliamentary procedure include issues such as the order of proceedings, the priority of motions, the timeliness of motions and debates, and the vote necessary to sustain motions. Matters of parliamentary procedure are governed by the Constitution and Processes and Procedures of the Academic Senate, and as specified in the Constitution, *Robert's Rules of Order*. The advice given by the Parliamentarian to the President of the Academic Senate or other presiding officer is provided in the form of an interpretation of a rule, opinion on a rule, or a citation to a particular rule. The Parliamentarian does not issue rulings on matters of parliamentary procedure. The President of the Academic Senate, or other presiding officer, is the only person who can issue a ruling on a matter of parliamentary procedure. The ruling of the President or other presiding officer is subject to review by the Senate through a Motion to Appeal the Decision.

A person holding the position of Parliamentarian should have a strong working knowledge of the provisions of the Constitution and Processes and Procedures of the Academic Senate, and of *Robert's Rules of Order*. Familiarity with the history, traditions and customs of the Academic Senate is also helpful in carrying out the duties of the Parliamentarian.