



Roles & Responsibilities Sheet

Officer Title:	SAL National Parliamentarian	Classification:	Appointed
Oversight Body:	LEGION SAL COMMANDER'S COMMITTEE/INTERNAL AFFAIRS	Code:	SAL/Parliamentarian
Location:	INDIANAPOLIS, IN	Travel Required:	Minimal
Salary:	N/A	Position Type:	VOLUNTEER
National Legion Staff Contact:	Kevin Mook	Direct Report:	NATIONAL COMMANDER

Parliamentarian Information

FAX OR EMAIL:

Fax number or email:

MAIL:

Name

Address

City, ST ZIP Code

Overview of National Parliamentarian R.R.E.

Qualification Requirements:

SAL member in good standing and endorsed by your Detachment and Department

Recommended by SALCA & National Commander

Approved by the SAL National Executive Committee at the Post Convention NEC and SALCA

Thorough knowledge of Robert's Rules of Order, Standing Rules of the NEC and Convention, SAL National Constitution and Bylaws.

ROLE

CONGRATULATIONS!

Serving as the National Parliamentarian of the Sons of The American Legion is a privilege and honor bestowed by the National Commander of the SAL and approved by the National Executive Committee and the Sons of The American Legion Commander's Advisory Committee. Your term in office is for one year and will offer many opportunities to meet many individuals in the American Legion Family and the public.

As the Parliamentarian, your role is as a consultant, who advises the National Commander and other officers, COMM/COMM chairmen and members of the National Executive Committee on matters of parliamentary procedure. The Parliamentarian's role during a meeting is purely an advisory and consultive one since parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquiries.



The elected national officers include:

- Commander
- Five Vice Commanders

The appointed national officers include:

- * Adjutant and assistant Adjutants
- * Historian
- * Sgt-at-Arms and three assistant Sgt-at-Arms
- * Parliamentarian
- * Chaplain

Non Officer Appointments includes:

- * Aide to National Commander
- * Comm/Comm Scribe

Responsibilities & Expectations

- The Parliamentarian should arrive at least thirty (30) minutes prior to the meeting time, to discuss any pending parliamentary matters with the National Commander, Adjutant, Finance Chairman, and SALCA Chairman.
- The Parliamentarian shall attend all duly called national meetings, to include: Pre Convention NEC, Post Convention NEC, Fall and Spring NEC meetings and the Annual Convention.
- The Parliamentarian should be available to consult with all COMM/COMM chairmen when called upon to provide advice on parliamentary procedures during official COMM/COMM Zoom meetings and conference calls.
- The Parliamentarian shall have the contact information for the National Judge Advocate of the American Legion in case a Constitution or Bylaw matter arises during a duly called national meeting.
- The Parliamentarian must always remain non-partisan.
- The Parliamentarian may be asked, "given our current bylaws and rules of order, how do we do this, or what is the proper procedure to accomplish this objective?" As Parliamentarian you shall review the national organizations governing documents and provide an opinion as to how to proceed within the rules.



- The Parliamentarian may be asked to assist the national organization to draft or interpret bylaws specific to the needs of the national organization. Working with designated committees and the National Judge Advocate of The American Legion, the Parliamentarian will ensure that the bylaws are compliant.

The Parliamentarian plays a key role in the proper procedures and governance of all duly called national meetings. Your efforts will go far in the ensuring that all meetings remain compliant and proper procedures are maintained.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time