



Conference for Food Protection

Parliamentarian

Position Description

Parliamentarians ensure that the Councils and Assembly of Delegates at the Conference for Food Protection (CFP) biennial meeting follow the prescribed *Robert's Rules of Orders*. Parliamentarians are not voting members or content advisors to the Councils or Assembly of Delegates and may not participate in the discussion.

A minimum of three (3) Parliamentarians are required to assist during the three (3) simultaneous Council meetings. The Chief Parliamentarian is an experienced Parliamentarian who performs as team leader and oversees the work of the other Parliamentarians and provides guidance to the Executive Board and Council Chairs, as needed, on the use of accepted parliamentary procedures in the conduct of all CFP meetings.

Responsibilities and Duties

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has a thorough knowledge of the *Constitution and Bylaws*, *Biennial Meeting/Conference Procedures*, and *Biennial Meeting Information Manual*.
- Has good communication skills to support discussions and voting during all CFP sessions.
- Is present during Council meetings to initiate recommendations for accepted parliamentary procedures and to respond to and rule on procedural matters.

Additional duties of the Chief Parliamentarian:

- Oversees the parliamentary segment of the Council Orientation session at the biennial meeting and answers any questions. (*Note: The Chief Parliamentarian participates in, but does not lead this session.*)
- Helps recruit Parliamentarians and familiarizes them with CFP to ensure coverage for all required meetings during the biennial meeting.
- Assists the other Parliamentarians assigned to the Councils during the biennial meeting.
- Is present at the Assembly of State Delegates meeting to rule on procedural matters.

Selection Criteria

- Be knowledgeable of *Robert's Rules of Order*.