

OFDDA POLICIES

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EXECUTIVE BOARD X

PARLIAMENTARIAN

1.0 **PURPOSE**

The purpose of this policy is to set guidelines for use of a Parliamentarian by the Oregon Fire District Directors Association.

2.0 **SCOPE**

This policy applies to all persons directly or indirectly associated with the Oregon Fire District Directors Association.

3.0 **GENERAL PROVISIONS**

3.1 The Parliamentarian

3.1.1 Maybe appointed by the President with the approval of the Executive Board.

3.1.2 Shall be familiar with the Constitution and Bylaws and parliamentary procedures.

3.2 Duties of the Parliamentarian

3.2.1 The Parliamentarian is empowered to appoint one or more persons to assist him/her in performing his/her official responsibilities.

3.2.2 Shall assist the President in conducting meetings by interpreting the meaning of the Constitution and Bylaws and proper parliamentary procedures to be followed.

3.2.3 Shall make himself/herself familiar with the content of the Constitution and Bylaws and with proper parliamentary procedures, precedence of motions, and summary of rules governing them.

3.2.4 Shall attend meetings when requested by the President.