Company Parliamentarian Responsibilities

Introduction
The parliamentarian on the DUP company board provides a thought as outlined by ISDUP and then leads the Pledge of Allegiance at company board meetings and other functions. The parliamentarian is knowledgeable about rules of order and the proper procedures for the conduct of meetings.

Summary of ISDUP Constitution and Bylaws
This is an appointed position.

Responsibilities
1. Lead the Pledge of Allegiance at the Meetings and Serves as an Advisor to Ensure that Proper Procedures are Followed
   - Provide a quote and leads the Pledge of Allegiance at meetings (quotes outlined by ISDUP)
   - Lead the Pledge of Allegiance and company board meetings and company functions
     I PLEDGE ALLEGIANCE - TO THE FLAG OF THE UNITED STATES OF AMERICA, AND TO THE REPUBLIC FOR WHICH IT STANDS, ONE NATION UNDER GOD, INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL. "One Nation under God" is a single phrase and should be spoken as such.
     A PRAYER - Lord, thank you for brave men and women who have been pioneers for freedom. They have set us examples of true patriotism. May your hand continue to guide us and help us remain faithful to the purpose you have for our nation. Amen. -Quin Sherrer and Ruthanne Garlock
     - Work to provide a flag at meetings and when a flag is not available members will face north.
     - Understands proper placement of flags for DUP meetings.
     - Ensures meetings stay on schedule by being a time keeper at all meetings.

2. Understand the Basic Rules of Parliamentary Procedure.
   - Ensure rules of conduct at meetings are followed.
   - See that the meetings allow everyone to be heard, and to make decisions without confusion.
   - Retain a copy of the current edition of the ISDUP Constitution and Bylaws, and is familiar with DUP’s Order of Procedure and Flag Etiquette; a pamphlet that simplifies parliamentary procedure.
   - Follow the Bylaws in order to make for an orderly and enjoyable meeting.

3. Provide Leadership and Training to Company Board and Camp Parliamentarians as Directed
   - Conduct training to camp parliamentarians.
   - Distribute information for the DUP year regarding the thought to be presented each month.

4. Perform Other Duties as Assigned by the Company President

5. Use Only Current Forms and Information Found at ISDUP.org
   - Thoughts for Parliamentarians (quotes for each meeting and directions on leading the Pledge of Allegiance) are under the International section of the President Packet
   - DUP’s Order of Procedure and Flag Etiquette